

STUDENT HANDBOOK University of Illinois at Chicago Circle 1969-1970

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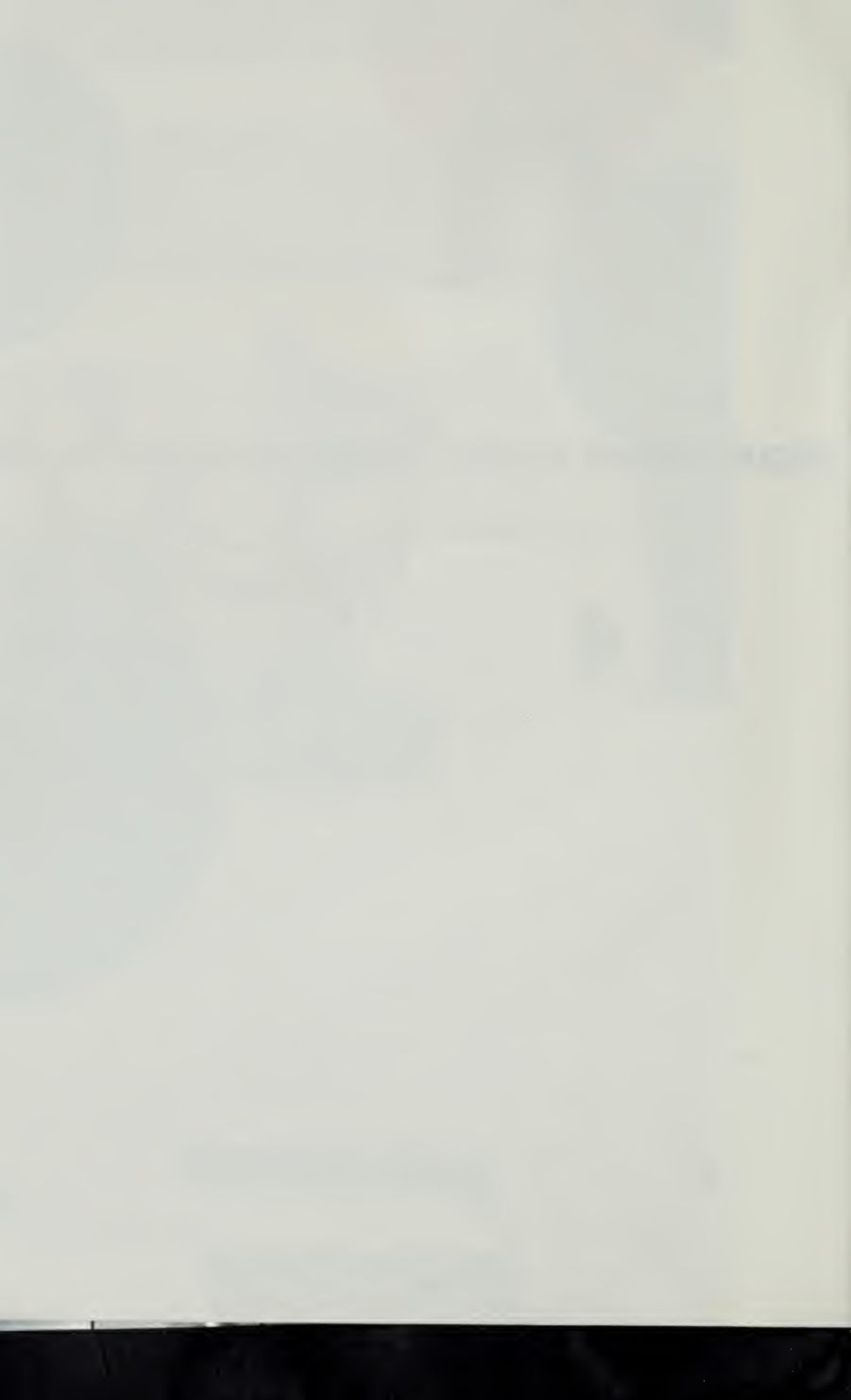
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UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN





STUDENT HANDBOOK University of Illinois at Chicago Circle 1969-1970



Contents

Academic Calendar	4
Board of Trustees	7
Administrative Officers	8
Office of Admissions and Records	11
The Colleges	19
Student Affairs	34
Student Code	58
Policies and Regulations	65
General Information	82
Index	88

Academic Calendar

1969-1970

Fall Quarter

September 22-26 (M-F)

September 29 (M)

November 27-28, (Th, F)

December 5 (F)

December 8-12 (M-F)

Registration week

Instruction begins

Thanksgiving vacation

Instruction ends

Final examinations

Winter Quarter

December 15-19 (M-F)

January 5 (M)

March 13 (F)

March 16-20 (M-F)

Registration week

Instruction begins

Instruction ends

Final examinations

Spring Quarter

March 23-27 (M-F)

March 30 (M)

May 15 (F)

June 5 (F)

June 8-12 (M-F)

June 14 (Sun)

Registration week

Instruction begins

Honors Day

Instruction ends

Final examinations

Commencement

Summer Quarter

June 15-19 (M-F)

June 22 (M)

August 28 (F)

August 31-September 4 (M-F)

Registration week

Instruction begins

Instruction ends

Final examinations

1970-1971

Fall Quarter

September 21-25 (M-F)
September 28 (M)
November 26-27 (Th, F)
December 4 (F)
December 7-11 (M-F)

Registration week
Instruction begins
Thanksgiving vacation
Instruction ends
Final examinations

Winter Quarter

December 14-18 (M-F)
January 4 (M)
March 12 (F)
March 15-19 (M-F)

Registration week
Instruction begins
Instruction ends
Final examinations

Spring Quarter

March 22-26 (M-F)
March 29 (M)
May 15 (F)
May 30 (Sun)
May 31 (M)
June 4 (F)
June 7-11 (M-F)
June 21 (Sun)

Registration week
Instruction begins
Honors Day
Memorial Day
Memorial Day holiday (no classes)
Instruction ends
Final examinations
Commencement

Summer Quarter

June 14-18 (M-F)
June 21 (M)
July 4 (Sun)
July 5 (M)

August 27 (F)
August 30-September 3 (M-F)

Registration week
Instruction begins
Independence Day
Independence Day holiday (no classes)
Instruction ends
Final examinations



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The University of Illinois at Chicago Circle has prepared this Handbook to help you become familiar with the campus and aware of the student services available to you. We urge you to use these services and to take advantage of the educational experiences they provide. Though much of the information contained in this Handbook is available in other University publications, we hope that this summary will enable you to utilize to the fullest the services described here.

The Handbook contains information about the University, including the Office of Admissions and Records, the several colleges, and the services provided under the general category of student affairs. In addition, it includes specific rules and regulations pertaining to student life that are contained in State laws, Board of Trustees regulations, the University *Statutes*, administrative regulations, and the Student Code, which is approved by the faculty Senate.

The Office of Admissions and Records

A student at the University of Illinois at Chicago Circle has recourse to all assistance within the province of the Office of Admissions and Records. Aside from the functions implied in its name—receiving applications, processing admissions, scheduling and conducting registration activities, and functioning as the official custodian of student records—this office offers the services listed on the following pages. Inquiry may be made by telephone (663-2900) or in the Admissions and Records offices, located in the Racine Avenue Building.

Registration

Registration is the act of enrolling in an approved program of courses. After a student has been approved for admission or readmission, has paid his tuition-and-fee deposit, and has been granted a permit to enter, he is required to complete the following procedures:

- A. Take course placement tests, if necessary.
- B. Receive program advisement from his college. (A program consists of the courses and sections in which a student is registered during the quarter.)
- C. Submit evidence that he had taken a medical examination.
- D. Pay the balance of his tuition and fees.
- E. Submit his fee card (#6 card) to the Cashier's Office, *regardless of whether or not he is subject to payment of tuition and/or fees.*

Note: Continuing and former students are exempt from steps A and C.

After compliance with the foregoing steps, the student is eligible to attend classes for the quarter in which he is registered.

A student registers in one of two ways: by advance enrollment or, if space remains after advance enrollment is closed, by enrolling during residual registration. The undergraduate student may not register by proxy.

Advance Enrolment is the process by which a student selects, in advance, his courses and sections for the ensuing quarter.

Residual Registration is held on assigned dates immediately before classes begin. If classes and sections appropriate to their programs are still open, students who enroll during residual registration choose their courses and pay their fees on those days. The student who delays enrollment until residual registration should be aware that he may not be able to register in the courses and sections appropriate to his program.

Late Registration. Students who register later than the designated registration days for any quarter initiate registration in their college office. Late registrants are assessed a late-registration fine of \$15. A student may petition the Director of Admissions and Records for waiver or refund of this fine.

Registration as a Visitor. The privilege of attending classes as a visitor is granted only by the instructor of the class with the approval of the dean of the college concerned. Registration forms may be obtained from the Records Counter of the Office of Admissions and Records. Visitors are not permitted in laboratory, military, or physical education classes.

A visitor is not allowed to write an examination (including a proficiency examination) for course credit nor to participate in class activities.

A registered student on a full-fee schedule or a person in the permanent employ of the University does not pay a visitor fee. All others are charged a fee of \$15 per course attended as a visitor.

Registration by Nonacademic Employees. No nonacademic University employee may register for University classes until he has obtained permission from the head of the department in which he is employed and the approval of the Director of Nonacademic Personnel Services and the Director of Admissions and Records. A nonacademic employee is required to file an application for admission and meet admission requirements. Approval of the Director of Nonacademic Personnel Services will serve to waive tuition fees. If an employee wishes to register as a visitor, he should follow the procedures outlined above.

Fees

Fees are assessed in full when the student registers.

Fees per Quarter for a Full Program (Subject to Change)

	Resident	Nonresident
Tuition	\$ 82	\$284
Service Fee	32	32
Hospital-Medical- Surgical Insurance Fee	<u>7</u>	<u>7</u>
	\$121	\$323

session are not permitted to register and are not entitled to transcripts or records from the Office of Admissions and Records until the indebtedness is cleared.

Permanent Identification Cards

A permanent plastic Photo Identification Card is issued to each student at the time of his initial registration at Chicago Circle. The card carries the student's photograph (made at registration at no cost to the student), is embossed with his name and social security number, and is designed to last at least four years. In addition, after full payment of fees, each student is given a Student Fee Receipt Card for each quarter of registration. The combination of the two cards, called the Photo-I.D. Card, should be carried at all times the student is on campus. The card is necessary for withdrawing books from the library and for all other identification purposes.

Photo-I.D. Card Replacement Fee. The cost for replacing a lost Photo-I.D. Card is \$1; cost for replacing the current Student Fee Receipt Card is \$.50.

Refunds

A student or a course visitor who withdraws from the University may receive a refund of that portion of the tuition and fees in excess of the nonrefundable deposit of \$31. The amount, if any, is determined by the time of withdrawal and the critical dates for each session, which are listed on the calendar in the Timetable for that quarter.

In each quarter

Nonrefundable: The \$31 deposit.

First ten days: Full balance.

Day eleven to midquarter: Half the balance.

After midquarter: None.

If the total assessment was less than \$31, no refund is made.

Students dismissed for disciplinary reasons receive refunds on the above scale. See *To Withdraw from the University to Enter Military Service*.

A student who withdraws from one or more courses and thereby reduces his registration to a lower range receives a refund, according to the foregoing schedule, of the difference in tuition and fees from the higher to the lower range.

If a student who has advance enrolled and paid tuition and fees is dropped for poor scholarship, he will automatically receive a rebate of any tuition and fees he has paid at the time of advance enrollment.

Hospital-Medical-Surgical Insurance is not subject to refund. The student has purchased a term insurance policy, under which he remains covered until the expiration date of the policy rather than from the date of withdrawal

from the University. Arrangements may be made at the Insurance Office for a student to be covered during an off-quarter vacation. This applies to all four quarters.

Cancellation of Advance Enrollment. Continuing students who advance enroll for an ensuing quarter but who wish to cancel that advance enrollment must do so *prior* to the first day of classes by contacting the Registration Department of the Office of Admissions and Records. Once classes have begun, only withdrawal (not cancellation) can be effected by a student who does not wish to attend the quarter for which he has enrolled.

Quarter Grade Reports

The University will mail to each student and to his parents reports of his quarter grades. These reports are sent out approximately five school days after the end of the quarter.

Transcripts of Studies and Grades

A student who has paid all University fees is entitled to receive from the Office of Admissions and Records, on request and without charge, one official transcript of his record. For each additional transcript the fee is \$1. There is no charge for transcripts sent to other campuses of the University of Illinois. Transcript preparation requires one to two weeks. Requests may be made in person, by phone, or by mail.

Change of Address or Name

Address changes, for both students and their parents, should be reported at once to the Records Department.

A student who changes his name from that which appeared on the original permit to enter must immediately report the change, together with appropriate supporting evidence, to the Records Department.

Repetition of Courses Taken in High School

A student who has earned credit in a particular high school course may either desire to repeat the course in college before proceeding with advanced courses in sequence or be required to do so by the University because of failures in placement examinations.

Credit for these repeated courses will be recorded on the student's official University record. However, the dean of the college ultimately recommending the student's degree will decide whether credit for the repeated course will be allowed toward that degree.

Admission to the University

*Advanced Mathematics.** The University of Illinois awards college credit in college algebra and/or trigonometry taken in certain high schools and passed with a grade equivalent of C or better, provided the credit is not needed to meet admission requirements. A student who believes he is entitled to such credit and has not received it should inquire at the Admissions Division of the Office of Admissions and Records.

Advanced Placement Programs. The University of Illinois will grant advanced standing and/or advanced placement earned at other institutions; and through military service, religious education, the College Entrance Examination Board Advanced Placement Examinations (CEEB), the American College Test (ACT), the Talented Student Program, and the Advanced Placement Program. For further information see the current Undergraduate Catalog of the University of Illinois at Chicago Circle.

*This policy is to be discontinued as of July, 1970.

Admission to the University of Illinois at the Medical Center—Colleges of Medicine, Dentistry, Nursing, and Pharmacy

A student who wishes to apply for admission to the University of Illinois College of Nursing or College of Pharmacy should file an application with the Office of Admissions and Records of the University of Illinois at the Medical Center and request the Records Department in the Office of Admissions and Records at Chicago Circle to forward transcripts of his record.

Applications for admission to the University of Illinois Colleges of Medicine and Dentistry are obtained from the Office of the College of Liberal Arts and Sciences, which will also answer questions about the qualifications for admission to these colleges.

Students who wish to apply for admission to the curricula in Medical Technology or Medical Records Administration in the School of Associated Medical Sciences at the Medical Center should request applications from the directors of those curricula and arrange for a personal interview with the appropriate director.

A senior at Chicago Circle who is interested in pursuing graduate work in the Graduate College at the Medical Center may request information and an application blank from the Dean of that Graduate College.

The address for all University of Illinois offices at the Medical Center is P.O. Box 6998, Chicago 60680.

Transfer to Urbana

A continuing student who wishes to transfer *directly* to Urbana secures an application blank from the Office of Admissions and Records after the first week of instruction of his final quarter of attendance at Chicago Circle. A

former student with the Chicago Undergraduate Division or at Chicago Circle must write to the Office of Admissions and Records at Urbana, Illinois 61801, to request an application for readmission to the University at that campus.

The student should bear in mind that the Urbana campus operates on the semester system; Chicago Circle and the Medical Center, on the quarter system. Because of the differences in the beginning and ending dates of the semesters and quarters on the two campuses, transfer at any time other than the end of the academic year (June) or the end of summer quarter can result in loss of time. For example, the fall quarter at Chicago Circle ends in early December; the spring semester at Urbana does not begin until February.

To Withdraw from the University

A student who leaves the University during any term must withdraw officially to protect his academic standing. Unless he does so, the grade in each course in which he is registered will appear on his record as Ab (absent), which counts as a failure. However, a student who is failing a course or courses at the time he withdraws may be required, at the discretion of his college dean, to accept the grade of E (failure). Withdrawal must be initiated in the student's college office, but withdrawal is not complete *until* approved clearance papers have been deposited in the Office of Admissions and Records. Withdrawal in absentia is possible if the student is unable to come in person. See *Refunds*.

To Withdraw from the University to Enter Military Service

If withdrawal occurs during the first five weeks of instruction, the student is entitled to a full refund of his tuition and fees, less the Hospital-Medical-Surgical Insurance fee.

If withdrawal occurs between the beginning of the sixth week and the end of the eighth week of instruction, the student will receive one-half refund of his tuition and fees (less the Hospital-Medical-Surgical Insurance fee) and one-half credit for all courses in which he is earning a grade of C or better at the time of his withdrawal. For courses in which his grades are below C, grades of W (withdrawal without penalty) will be recorded. No refund of tuition and fees is made after the eighth week, but full credit is allowed for all courses in which the student is earning grades of C or better, and W is recorded for courses in which he is receiving grades below C.

When a student withdraws from the University to enter military service, he must be on active duty within ten days after withdrawal if he is to benefit from the foregoing rules, and it is his responsibility to present to the University proof of the fact. The most effective way of presenting such proof is to have the personnel officer of the unit to which he is assigned certify to the University the date of the student's entrance on active duty.

A former student at the University of Illinois must apply for readmission if:

1. He was not registered at the Chicago Circle campus in the previous session.
2. He is on drop status for poor scholarship or has been dismissed by disciplinary action; in either case he must also file a petition with the Director of Admissions and Records, who will forward it to the appropriate office.

Exception: If a student is dropped for poor scholarship at the end of any quarter, he should consult with the dean of his college for possible readmission in the immediately ensuing quarter.

3. He withdrew prior to the end of the preceding session. If he withdrew within the last two weeks of instruction of the quarter, or the last three weeks of instruction of the semester, he must also petition.

A former student of the University of Illinois may be considered for readmission at any time; however, if capacity is limited, applications will be considered in the order of scholastic excellence. A student who applies for readmission after attending another institution must furnish transcripts from each institution attended. Application and petition forms may be obtained at the Office of Admissions and Records by telephone, by mail, or in person.

A student who completes any session on clear status or on probation status is considered to be a continuing student and may register for the succeeding session. The "succeeding session" for the spring quarter is the summer quarter or the fall quarter, depending on whether he registered in the summer quarter. For a student approved for an off-quarter vacation, the "succeeding quarter" is the one following the vacation.

High School Credit Earned After University Entrance

After a student has registered in a college of the University of Illinois, he cannot receive credit for courses subsequently taken in a high school unless he passes a University-administered examination in the subject.

Residence Classification for Admission and Fee Assessment

Evidence for determining the legal residence of each applicant for admission to the University as a student will be submitted to the Director of Admissions and Records when application for admission is made. Either the resident-student or the nonresident-student fee will be assessed, as applicable, on the basis of the evidence filed in the Office of Admissions and Records.

In all cases where evidence establishes that the student's legal residence is not in the State of Illinois, the nonresident fee will be assessed unless he is

specifically exempted. A student who takes exception to a ruling that the nonresident fee is payable will pay that fee, but he may file a claim, in writing, for a refund of the portion thereof in excess of the resident fee. Such a claim must be filed within thirty days of the date that instruction begins for the academic period for which the fee is payable. If the nonresident fee was not assessed on or prior to that date, the claim for refund may be filed *within thirty days* after the nonresident fee was assessed and the student was given notice of such assessment. If such claim for refund is not filed within the thirty-day period, the student loses all rights to a refund of any portion of the fee assessed for that academic period.

Requests for change-in-residence classification are submitted to the Coordinator of the Office of Admissions and Records, Room 211, Racine Avenue Building, where necessary forms will be provided. A brochure entitled *Regulations Governing Assessment of Resident or Nonresident Student Fees* is also available.

If a student who claims he is a resident is dissatisfied with an adverse ruling by the Director of Admissions and Records, he may obtain a review of the decision by the Legal Counsel of the University. To do so, he must file with the Director of Admissions and Records a written request, within twenty days after he has been notified of said ruling, that the ruling be referred to and reviewed by the Legal Counsel, whose decision will be final.

Off-Quarter Vacations

Students may use any one of the four quarters of instruction as the vacation quarter. The student wishing to use a fall, winter, or spring quarter as vacation can assure his classification as a continuing student at Chicago Circle by filing an *Application for Off-Quarter Vacation* with the Office of Admissions and Records prior to the first day of class of the quarter for which vacation is being requested. Vacation must be restricted to one quarter per calendar year. Students electing an alternate quarter (other than summer) vacation are permitted to advance enroll for the quarter following the vacation at the same time as are those who attended classes during the quarter the student used for vacation.

The Colleges

College of Architecture and Art	230 Racine Avenue Building
College of Business Administration	2522 University Hall
College of Education	1500 University Hall
School of Physical Education	1321 Science and Engineering Offices Building
College of Engineering	102 Science and Engineering Offices Building
College of Liberal Arts and Sciences	350 University Hall

The University of Illinois at Chicago Circle is composed of five colleges—Architecture and Art, Business Administration, Education, Engineering, and Liberal Arts and Sciences—and the School of Physical Education.

A student is admitted to a college of the University of Illinois, he meets college requirements, the college has final responsibility for advisement in his education, and he is graduated on the recommendation of the college. Consequently, final decision on all academic matters at the University of Illinois rests with the student's college.

Classification of Students

Classification is by year and is made in the Office of Admissions and Records, at the end of each quarter, on the basis of the number of credit hours earned, including physical education and military science. Classification for registration purposes, for eligibility for student activities, and for participation in intercollegiate athletics is based on the following scale:

Freshman standing	0-44 hours
Sophomore standing	45-89 hours
Junior standing	90-134 hours
Senior standing	135 or more hours

Each student is required to pursue a full program of studies. The minimum program required if a student is to be certified by the University to the Selective Service System as a full-time student is 12 hours; for certification for Veterans Benefits, 14 hours; for eligibility for intercollegiate athletics, 12 hours. The minimum program for classification as a continuing student varies among the colleges. Consult the college office for criteria.

Grades and Symbols

There are four passing grades—A, B, C, and D—for which there are no official numerical equivalents or ranges, and four symbols.

<i>Grade or Symbol</i>	<i>Equivalent</i>	<i>Grade Points per Hour</i>
A	Excellent	5
B	Good	4
C	Average	3
D	Poor but passing	2
E	Failure	1
Ab	Failure because of absence from final examination without excuse (See <i>Examinations</i>).	
W	Withdrawn from course without penalty (No grade).	
Df	Grade deferred (graduate courses and independent study courses only).	
Ex	Temporarily excused. Only the dean of the college may excuse a student from a final examination. The grade may be assigned by an instructor because of incomplete course work (See <i>Examinations</i>).	

The Grade-Point Average (used in applying college probation and drop rules) is computed by multiplying the number of hours for each grade by the number of grade points per credit hour, adding the products to give the total number of grade points, and dividing by the total number of hours. For example:

<i>Grade</i>	<i>Hours</i>	<i>Weight</i>	<i>Grade Points</i>
A	4	5	20
B	6	4	24
C	5	3	15
<i>Total</i>	15		59

The grade-point average is $59/15$ or 3.933. See the probation and drop rules for your college to determine whether physical education and military science are included in computing the average. All other courses taken count in the average used in applying the probation and drop rules.

A Bachelor's degree is conferred on a student who satisfactorily completes a curriculum in one of the colleges of this campus. Degrees are conferred four times a year, at the end of each quarter. A student receives the degree in a stated curriculum. The graduation requirements in effect for that curriculum at the time of the student's initial admission to it become his graduation requirements, unless he elects to meet a later set, if such a set has been formulated. Any substitutions in graduation requirements must be approved by the college in which the student is enrolled. See the current Chicago Circle Undergraduate Catalog for general University requirements and the specific requirements of the various colleges.

Residence Requirement for Graduation

A student must be in residence (enrolled on this campus) for either the first 135 continuous quarter hours or the last 45 continuous hours of his University work. A student who transfers to Urbana as a candidate for a degree must satisfy the residence and academic requirements for graduation established for the curriculum entered on the Urbana campus.

Scholastic Regulations

Minimum scholastic standards in all undergraduate curricula have been adopted by the University Senates and approved by the Board of Trustees. These standards are embodied in three rules: The Graduation Requirement Rule, the Basic Probation Rule, and the Basic Drop Rule, amplifications of which follow.

In addition, a college or a division may impose criteria for dropping a student from a curriculum or college without prior probation, may set a grade-point average above 3.000 for retention, may impose levels of probation, and may specify a minimum lapse of time between a drop action and consideration of a petition for readmission. The scholastic progress of a student is the concern of the dean of his college. The dean will specify the terms of probation, may limit the number of hours for which the student may register, and may exclude the student on probation from certain courses. The dean likewise has authority to place a student on probation.

The Graduation Requirement Rule. A minimum average of 3.000 in all work counted for graduation and in all work done at the University of Illinois is required for graduation from all curricula. Some colleges have established higher scholastic graduation requirements for certain curricula.

The Basic Probation Rule. If a student's grade-point average is below 3.000 at the end of any quarter, he is placed on probation for the following quarter.

Probation is a warning to the student that his record is unsatisfactory and that he is in danger of being dropped from the University for poor scholarship. A student on probation may not participate in any extracurricular activity, other than by attendance, unless he has written consent from the dean of his college.

If a student is placed on probation under the Basic Probation Rule, he will have to earn more than a 3.000 average to meet the Graduation Requirement Rule. Consequently, the colleges commonly impose a level of probation above 3.000, and the student comes under the more stringent rule.

The Basic Drop Rule. If at the end of a quarter on probation a student's grade-point average for that quarter is below 3.000, he is dropped from the University for poor scholarship unless his cumulative average is still at least 3.000, in which case he is allowed to continue on probation. As with the Basic Probation Rule, the Basic Drop Rule is extended by the drop rules of the college in which the student is registered. See *Readmission to the University After a Scholastic Drop*.

Probation Rules of the Colleges

In addition to being subject to the Basic Probation Rule, a student is also subject to the probation rule or rules of his college.

The College of Architecture and Art Probation Rule. A student is placed on 3.000 probation when his quarterly average or overall average is between 3.000 and 2.750, and is placed on 3 250 probation when his quarterly average or overall average is below 2.750.

The College of Business Administration Probation Rules.

1. A student in good standing is placed on probation in any quarter in which he earns less than a 3.000 average. A student entering his senior year is placed on probation if his college graduation average* is below 3.000.
2. A student is continued on probation (unless he is dropped) until he removes his cumulative deficit of grade points below a 3.000 average earned at the University of Illinois. A student may not remain on probation for more than two consecutive quarters in which he is enrolled.

*The College graduation average is computed from those courses taken at the University of Illinois which are counted toward the student's degree.

The College of Education Probation Rules. A student will be placed on probation if:

1. In any quarter he has a grade-point average below 3.300.
2. He is readmitted after leaving the University on probation or on drop status. In either case, the probation level is 3.600.

Mandatory Transfer of Elementary Education Students to the General Curriculum (LAS). The student who fails to meet the terms of his probation

college admission requirements will be transferred to the General Curriculum of the College of Liberal Arts and Sciences.

The College of Engineering Probation Rules. A student will be placed on probation if:

1. His University of Illinois average is greater than 3.000 but his average in any quarter is less than 3.000. His probation will be 3.000 for the following quarter.
2. His total Illinois grade-point deficiency is 1 to 6 grade-points at the end of any quarter. His probation will be 3.250 until his cumulative Illinois grade-point average is 3.000 or greater. Three grade-points over a C average will be considered as meeting a 3.250 probation.
3. His total Illinois grade-point deficiency is more than 6 grade-points at the end of any quarter. His probation will be 3.500 for the following quarter. As long as he maintains a 3.500 or better average, he will continue on probation until he is subject to rule 2 (above) or his Illinois average is 3.000 or greater. When he has 6 grade-points over a C, he will have met the 3.500 probation.

The College of Liberal Arts and Sciences Probation Rules. A student will be placed on probation in any quarter in which he fails to earn a 3.000 average. The probation rules apply to students enrolled in either part-time or full-time programs.

Probation is imposed on several levels:

Probation—A student is placed on *Probation* if:

1. His quarter average is below 3.000 and
2. His graduation average is at least 3.000.

Probation II—A student is placed on *Probation II* if:

1. His graduation average falls below 3.000 and
2. He entered the quarter on *Clear* status.*

Probation I—A student is placed on *Probation I* if:

1. His graduation average is less than 3.000 and
2. He entered the quarter on *Probation II* and
3. His quarter average is at least 3.000.

PE II and *PE I* apply only to students in Teacher Education curricula.

PE II—A student is placed on *PE II* when:

1. He has:
 - a. 60-89 hours with a graduation average of at least 3.000 but below 3.300 or
 - b. 90 or more hours with a graduation average of at least 3.300 but below 3.500 and
2. His quarter average is at least 3.000 and
3. He entered the quarter on *Clear* status.*

PE I—A student will be placed on PE I when:

1. He has:
 - a. 60-89 hours with a graduation average of at least 3.000 but below 3.300 or
 - b. 90 or more hours with a graduation average of at least 3.300 but below 3.500 and
2. His quarter average is at least 3.000 and
3. He entered the quarter on *PE II*

*A student is on *Clear* status if his graduation average is at least 3.000 and his quarter average is at least 3.000.

A student is transferred from Teacher Education to the General Curriculum if:

1. He has 60-89 hours, entered the quarter on *PE I*, and did not raise his graduation average to 3.300.
2. He has 90 or more hours, entered the quarter on *PE I*, and did not raise his graduation average to 3.500.

The School of Physical Education Probation Rules. A student will be placed on probation on terms determined by the Director if he fails to maintain the quality of work necessary for retention in special programs. (See *Advanced Standing in Teacher Education*.) He will be retained on probation if he is on probation and falls short of its terms but makes up at least half of his grade-point deficiency.

Drop Rules of the Colleges

The College of Architecture and Art Drop Rule. A student will be dropped if he fails to earn 6 hours of C in any quarter, exclusive of military science and required physical education.

The College of Business Administration Drop Rules.

1. A student on probation who fails to earn a 3.000 average in any quarter is dropped.
 2. A student who fails to earn at least a 2.000 average in any quarter is dropped.
 3. A student who does not achieve a University of Illinois cumulative average of at least 3.000 after two quarters on probation is dropped.
- Note:* Probation and drop decisions are made on the basis of University of Illinois averages. Transfer averages are not used in determining probation and drop decisions, but are part of one of the averages computed to determine minimum academic requirements for graduation.

The College of Education Drop Rule. A student will be dropped if his grade-point average in any session is below 2.000.

1. He is on probation and does not make the grade-point average or meet other special terms stipulated in his probation.
Exception: If he is subject to Probation Rule 2 or 3 and raises his cumulative Illinois average to 3.000, he will be carried on clear status even though he failed to make the 3.250 or 3.500 College average specified.
2. His total Illinois grade-point deficiency is more than 16 grade-points. A student who has been dropped is usually not considered for readmission until at least two quarters have elapsed.

The College of Liberal Arts and Sciences Drop Rules. A student will be dropped if he:

1. Fails to earn a 2.000 average for the quarter (exclusive of physical education service courses and basic military science).
2. Fails to earn a 3.000 average in any quarter in which he is on probation.
3. Does not raise his graduation average to 3.000 after having been on *Probation I*.

The School of Physical Education Drop Rules.

1. A student who fails to earn at least 6 quarter hours of C while carrying 12 or more quarter hours is dropped.
2. A student who has 90 quarter hours but a cumulative grade-point average below 3.200 is dropped.

Additional Drop Rules

Dropping Because of Absences. When an instructor reports that a student's absences are impairing his class standing, the dean of the student's college may require the student to withdraw from the course with a grade of E. If the grade of E is given, such failure may not be removed by special examination.

Readmission to the University After a Scholastic Drop requires favorable action on the student's petition by the dean of his college. Readmission is on probationary status at a level determined by the dean. See *To Be Readmitted to the University*.

Additional Scholastic Information

Advanced Standing in Teacher Education. If a student is to continue in any teacher education curriculum beyond his sophomore year, he must request admission to advanced standing, which is approved or rejected after consideration of the applicant's academic and personal qualifications for teaching.

The academic criterion is the cumulative grade-point average. A student satisfies this criterion if his average is at least 3.500. He is rejected if the

average is below 3.500. Additional evidence may be required if the average is 3.300 or above but is below 3.500.

To Change from One College to Another at Chicago Circle. A student registered in one college who wishes to change to another must report his intent to the office of the college in which he is enrolled. Change of college may be made only after the close of a quarter, during advance enrollment, residual registration, or late registration. The Office of Admissions and Records will make a final check on the student's eligibility for transfer, and the transfer is not complete until recorded in that office.

New and readmitted students who have not yet registered initiate a change of college in the Admissions Division of the Office of Admissions and Records.

To Change a Curriculum. Since curricular requirements vary within the colleges, a student who wishes to change from one curriculum to another should initiate the action in his college office.

To Change a Study Program. A change in program occurs when a student drops a course in which he is officially registered or adds a course, or both. A change from one *section* to another of the same course is not a change in program.

Permission for change of program may be given only by the dean of the college in which the student is enrolled. Permission for a change of section may be given only by the department offering the course in which the change is requested.

The fee of \$1 may be charged for each change of course effected. There is no charge for a change of section.

A new course may not be entered by an enrolled student after the close of the second week of instruction in any quarter.

Exception: A student may be required by his college office to drop an advanced course and register in a prerequisite course because of inability to carry the advanced course. Unless otherwise noted on the change-of-course form, a W (withdrawn without penalty) will be recorded for a course so dropped.

Repeating a Course. If a student is permitted by the dean of his college to repeat a subject for which he has received credit, either by classwork at the University or by advanced standing allowed for work done elsewhere, he forfeits his original credit. This is the minimum University rule that applies to repetition of a course. Additional rules may be applicable in some colleges and curricula.

Nomination to the Edmund J. James Scholars Program

Students chosen to participate in the all-University Honors Program are designated as Edmund J. James Scholars in honor of one of the University's distinguished scholar-presidents. Entering freshmen are selected on the basis of high school rank, test scores, and high school recommendations. Resident students, until they have earned more than 5 quarters of credit, are selected

three and five percent of the student body are designated Edmund J. James Scholars.

Correspondence and Extramural Study

Credit for correspondence courses taken through the University of Illinois and other fully accredited institutions may be allowed, but only on approval of the dean of the college concerned. After matriculation a student may, with the approval of the dean of his college, count toward his degree as many as 90 quarter hours of credit earned in extramural courses and/or correspondence study, under the following conditions:

1. If he completes all the remaining requirements for the degree in residence at the University, or
2. If he presents acceptable residence credit for work done elsewhere and completes the requirements needed for his degree in residence at the University. In all such cases he must be in residence for the senior year (three quarters of not less than 45 quarter hours).
3. University of Illinois correspondence and extramural courses are not counted toward satisfying the minimum residence requirements for the degree nor are they considered as interrupting University residence.
4. A resident student enrolled for courses must obtain approval of the dean of his college to enroll concurrently in correspondence courses.
5. A student is not permitted to register in more than three correspondence courses at one time.
6. A student who has been dropped from the University of Illinois for poor scholarship must obtain the recommendation of the dean of his college before completing his application for admission to correspondence work and before completing registration for an extramural course. A student dropped from another collegiate institution is considered for admission to correspondence study only on recommendation of the proper authorities of the institution from which he was dropped.

A student who has completed his first three years in residence at the University and has earned a minimum of 135 quarter hours may do all or part of his senior year in extramural or correspondence study or in attendance at another accredited college or university if he meets all of the college requirements for a degree.

Concurrent Enrollment

In general, it is considered scholastically hazardous to enroll concurrently at both a college of the University of Illinois and another accredited institution. A student contemplating such concurrent enrollment must have approval from the dean of his college before he so registers.

Proficiency in written English is a requirement for all undergraduate degrees awarded by the University of Illinois at Chicago Circle. A passing grade in Rhetoric 102, or the equivalent, satisfies this requirement.

Examinations

Quarter Examinations.

1. Examinations are given at the end of each quarter at the option of the instructor.
2. Deferment of a final examination may be authorized only by the dean of the student's college. A student who must miss a scheduled final examination should report this fact to the dean of his college as soon as possible and before the examination is given. If his reasons for requesting deferment are legitimate, he may be excused by the dean of his college and may be examined later at the mutual convenience of the instructor and himself. Absence from a final examination without an explanation results in a grade of Ab (absent) and counts as a failure.
3. An Ex (excused) that is not removed by the end of the quarter following that in which it was received automatically becomes a grade of E if the student is enrolled in the following quarter. If the student receiving an Ex does not reenroll, the Ex, if not removed, becomes an E after one calendar year.
4. If the dean of his college approves, the student who has not made up an excused examination may be withdrawn from the course retroactively if such withdrawal is completed within the time limits specified in paragraph 3.
5. If a student is absent on active military service, is physically disabled, or is otherwise unable to comply with the rule for removing the Ex within the specified time, he may be granted a limited extension by the dean of his college.

Proficiency Examinations, analogous to the quarter examinations, are available in all courses ordinarily open to freshmen and sophomores and may be requested of the head or chairman of a department offering more advanced courses. There is no fee for these examinations. A student who passes a proficiency examination is given credit toward graduation if this credit does not duplicate credit counted for his admission to the University and if the course is acceptable in his degree program. The grade for a proficiency examination is "passed" or "not passed," but a student is not given a "pass" unless he has earned at least the equivalent of C. No official record is kept of failures in these examinations.

Proficiency examinations may be taken only by the following:

1. Students in residence.

3. Persons who, though not currently registered, are candidates for degrees at the University of Illinois and need no more than 15 quarter hours to complete the requirements for the degree.

Proficiency examinations may *not* be taken:

1. To raise a grade or remove a failure.
2. In a course that has been attended as a visitor.
3. By a student who has credit for more than one quarter of work in advance of the course in which the examination is requested.

A proficiency examination is not considered an interruption of residence for graduation, nor is credit earned in this examination counted toward satisfying the minimum requirement toward the degree if the last 45 quarter hours must be earned in residence.

Special Examinations. A request for a special examination should be initiated in the office of the head of the department concerned. However, the dean of the student's college must also grant approval, and the appropriate official in the Office of Admissions and Records must authorize the special examination and assess the \$10 examination fee. These additional provisions also apply to special examinations:

1. Special examinations may be taken only in courses failed at the University of Illinois and in University of Illinois correspondence courses in which a grade below C was received. A special examination in a failed course should be taken before the end of the next quarter in which the student registers following such failure. A special examination in a correspondence course in which a grade below C was received by a student not currently registered in the University must be taken within 30 days of the date of notification of the grade by the Correspondence Section of the Extension Division.
2. A special examination may not be given during the period that begins ten days before and continues for ten days after each final examination period.

Exception: Special examinations may be given on and after the first Friday of the winter and spring quarters.

3. Under Rule 2, a student who has completed the work of the fall or winter quarter is considered registered and eligible to write such an examination for 15 days after the close of the final examination period. A student who has completed the work of the spring quarter and is not registered in the summer quarter is considered registered and eligible to write such an examination until the end of the registration period for the fall quarter.
4. The Office of Admissions and Records is authorized to issue a special examination permit to a person not currently registered in the University but who is nevertheless a candidate for a degree at the close of the college year in which the examination is to be written and who

does not lack more than 15 quarter hours to complete degree requirements.

5. A student who has been dropped from the University is not eligible to write a special examination.
6. A special examination grade is recorded as "passed" or "failed," but a student is not given a "pass" unless he has earned the equivalent of at least C on the examination.
7. Credit earned by special examinations is not used in computing grade-point averages, but it does count toward graduation.

Physical Education Requirements

Men and women entering the University with fewer than 90 quarter hours of credit are required to earn six quarters of credit in physical education, including any amount transferred. Veterans, persons over thirty years of age, and those entering with 90 or more quarter hours are exempt from the requirement.

Physical education may be deferred only by written request to the appropriate physical education department, which will make a recommendation to the dean of the student's college. Final authority rest with the college.

Graduation with Honors

The Chicago Circle Senate and the Board of Trustees establish the criteria under which students are awarded departmental, college, and University honors. Department and College Honors are noted on the student's diploma, on his transcripts, and in the Commencement program. University Honors are noted on the student's transcripts and in the Commencement program.

Department Honors (Departmental Distinction) may be awarded if the student has met the criteria established by his major department and his college for such an award. His diploma carries the designation Distinction, High Distinction, or Highest Distinction, as appropriate.

General College Honors are awarded the student recommended by the dean by virtue of a sufficiently high scholastic average and the fulfillment of scholastic and other conditions determined by the college from which the student will be graduated. His diploma and his transcripts carry the notation of such an award.

Graduation with College Honors gives the student a favorable position when he is considered for a graduate fellowship, an unusual job-placement opportunity, or any other competitive situation.

The Book of Academic Honors carries the names of those students who have at least a 4.5 cumulative average from college entrance through the quarter prior to graduation for all work taken at the University exclusive of basic military courses and required physical education and who are in the top three percent of the students in their college who will graduate in June.

A transfer-student candidate for listing in the Book of Academic Honors must have earned 60 or more quarter hours at Illinois and have an Illinois cumulative average and a total cumulative average as high as the lowest average listed for those honors candidates in his college who have completed all work at Illinois.

Academic Honors

Recognition for superior academic achievement at Illinois is given by the University and by the college and department in which a student is enrolled.

To be considered for academic honors in any quarter the student must qualify as a full-time enrollee—one who completes 12 academic hours *exclusive* of required physical education, basic military science, courses in which he has excused or deferred grades, and courses completed by an examination for which "pass" is recorded.

Undergraduate Honors

The Honors Day Convocation gives annual public recognition to the University's superior undergraduate students. The Convocation printed program lists those students who have been on the Dean's List of their colleges for three of the four quarters since the preceding Honors Day. New and readmitted students who enter in the fall are recognized at the spring Convocation if they have been on the Dean's List for the preceding fall and winter quarters. In addition, transcripts for these students carry the notation "Honors Day Recognition, 19—."

Edmund J. James Scholars are also recorded in the Honors Day Program if they have achieved a successful academic record for the year. Transcripts for these students carry the designation "Edmund J. James Scholar, 19—."

The Dean's List for the colleges is composed each quarter of those students who have an average of B (4.000) or better in all courses, exclusive of basic military science and required physical education. This list is posted in the college offices and is sent to the Office of Public Information for distribution to the press.

Special Honors

Alpha Lambda Delta, a national honor society founded at the University of Illinois in 1924 to recognize freshman women for excellence in scholarship, granted a charter to Chicago Circle in 1965. Membership is open to freshmen women who achieve a 4.500 or better average for the full curricular hours of academic credit in the first quarter or a 4.500 or better cumulative average for two or three quarters of the freshman year.

The Alpha Lambda Delta tutoring program is an invaluable source of assistance for freshman women. This service may be obtained by applying at the Office of the Dean of Women.

Five annual fellowships of \$2,000 each are granted by the National Council of Alpha Lambda Delta to graduating seniors who are members of Alpha Lambda Delta or to graduates of the past two years. Further information may be obtained from the Office of the Dean of Women.

Phi Eta Sigma, founded at the University of Illinois in 1923, was established to encourage and reward high scholastic achievement among freshman men. Membership is open to freshman men who have a 4.500 or better average for 12 or more hours of work in the first quarter of the freshman year or a 4.500 average for the entire year.

Phi Eta Sigma sponsors several activities each year, the most important of which are the tutorial program, the distribution to incoming freshmen of the pamphlet *Hints on How to Study*, and participation in the New Student Program, in the Honors Day Program, and in many other activities relevant to the entire University community.

At least three scholarships are awarded by the National Grand Chapter to members of Phi Eta Sigma to be used for first-year graduate work. Each year the local chapter awards the Roscoe E. Harris Physics Plaque to the outstanding Phi Eta Sigma member in the field of physics. The selection is made by the faculty of the Physics Department. Further information may be obtained from the Office of the Dean of Men.

Additional Honors

The Gordon Lee Goodman Award for Distinction in Undergraduate Studies in History. Friends and relatives of the late Gordon Lee Goodman, associate professor of history at the University of Illinois at Chicago Circle, have established a fund in his memory "to support excellence in the undergraduate program in history." Annually the Department of History at Chicago Circle designates at least one and not more than four Gordon Lee Goodman Scholars in History. The student must have attained or be about to attain senior standing, must be a major in history, and must have demonstrated excellent scholarship in the discipline. Designation as a Gordon Lee Goodman Scholar in History carries a stipend that will be paid from the income of the memorial fund. The Department of History maintains a permanent record of all who have been named Gordon Lee Goodman Scholars in History and will identify students so named in all appropriate University announcements and publications.

The Ernest C. Van Keuren Award for excellence in the humanities.

The B. B. Freund Award for excellence in chemistry.

The Roscoe E. Harris Award for excellence in physics.

ranking senior of the chapter.

Bell Honors Award for excellence in engineering.

The Edward M. Cohon and Associate Prize in architecture.

The Henry Dubin Memorial Prize in architecture.

The Raffeld Family Scholarship in theater.

Student Affairs

The Dean of Student Affairs 828 University Hall

The Dean of Student Affairs is a major officer of the University who reports directly to the Chancellor and helps in the formulation of policy which governs student activities on campus. In this function he works closely with other members of the administrative staff including the chief academic officers of the University. Of necessity he maintains close liaison with student governing bodies, student publications, and other organizations as well as with the Faculty Senate Committee on Student Affairs. He is also responsible for coordinating the activities and functions of the Offices of the Dean of Men, the Dean of Women, Financial Aid and Student Employment, Foreign Student Affairs, Organizations and Activities, Placement, Student Counseling, and Student Health Services. The Office of the Dean of Student Affairs and the offices listed above are the principle points of contact between the individual student, student organizations, and the University administration. A variety of problems which are faced by students in their adjustment to the University, including relationships with one another, with extracurricular activities, with their college offices, with University security personnel, or with any other administrative agency, may be resolved with the help of personnel in Student Affairs. In addition, personnel involved in these areas are equipped to advise and counsel students on other problems which are not matters of curricular or departmental requirements.

The Dean of Men 809 University Hall

The Dean of Men is responsible for general guidance of men students. He is a major officer involved with interviews and recommendations for student loans; he serves as an adviser for assistance with personal and budget prob-

lems, with interpretation of University policies, and with many other matters. Recommendation and evaluation forms and inquiries received from other institutions, agencies, and employers involving present or former students are processed in his office. He is the coordinator for Selective Service advising for students on campus, and serves as adviser to Phi Eta Sigma (the national scholastic honor society for freshmen men). The Dean of Men is available for daily personal counseling. He is also available to parents, faculty, and others who wish to make inquiries concerning students.

The Dean of Women

829 University Hall

The Dean of Women provides services, in cooperation with other agencies and departments of the University, to prospective and enrolled women students. She is available to counsel women students who have scholastic, personal, and social problems; to interpret the University policies and procedures; to encourage women's participation in the campus extra-curricular activities; to examine and review budget problems; to assist with particular problems of adjustment; to provide encouragement to women returning to continue their education and to women students continuing their education on a graduate level; and to discuss housing needs in Chicago and Urbana, if a transfer is being planned, with men and women students. She administers the special emergency loan fund for women students provided by the University of Illinois Women's Club at Chicago Circle. She advises Alpha Lambda Delta (the national scholastic honor society for freshman women), the Activities Honorary Society (a local organization giving special recognition to leadership in student activities), and the University Dance Committee.

The Dean of Women is available to parents, faculty, and others who make inquiries concerning students.

Financial Aid and Student Employment

850, 822 University Hall

In a sense, all students enrolled in the University of Illinois at Chicago Circle receive financial aid, for the taxpayers underwrite a sizable part of the cost of the student's education, as is true at other state-supported colleges and universities.

Financial aid, in the form of scholarships, grants, loans, and employment, is assigned by the Director of Financial Aid, who works with the following offices: Dean of Student Affairs, Dean of Men, Dean of Women, and Coordinator of Foreign Student Affairs. Interviewing, counseling, processing applications, and assigning available scholarships, grants, loans and employment, are done in these offices. The Director of Financial Aid is responsible for approving all awards and coordinating the total aid program. The amount of the award reflects both the acuteness of the student's financial need and his scholastic excellence.

Nonuniversity Aid. The State Board of Vocational Rehabilitation and the Governor's Committee for Veteran's Rehabilitation and Employment provide financial assistance to help meet college expenses for selected students with impaired health or physical handicaps.

The Department of Children and Family Services and the Department of Public Aid also furnish assistance to needy students under their jurisdiction for the purpose of assisting the students to obtain a college education. Information about these programs can be obtained from the local offices of the appropriate agency or by writing to the state office of the agency in Springfield.

Scholarships—General Information

Most scholarships for attendance at Chicago Circle are awarded to area residents and to other residents of Illinois, since the University is state supported.

Eligibility. A superior academic record, financial need, and an application on file that includes a Parents' Confidential Statement provide the evidence for determining the need and eligibility for scholarship assistance. The student should prepare an estimated budget for tuition and fees, books, travel expenses, and personal needs to assist himself and the Financial Aid Office in evaluating his degree of financial need.

Estimated Moderate Expenses for Students at Chicago Circle (unmarried undergraduates) for three quarters are computed below. Such variable items as clothing, recreation, and unusual commuting expenses are not included.

*Tuition and Fees	\$ 363
(Nonresidents of Illinois: \$969)	
*Textbooks and School Supplies	150
†(additional for students in engineering, art, and architecture: \$75)	
Maintenance (room and board at home; meals on campus)	500
*Transportation (public)	150
Personal expenses	400
Total (three quarters)	\$1563
	(\$1638)

Only the starred () items are actual expenses; other are estimates.
†The estimated additional textbook and supplies allowance will be made *only* to students enrolled in engineering, art, and architecture curricula.

As is the case in many other universities, the University of Illinois at Chicago Circle does not have enough scholarship monies to make awards to all students who are qualified; therefore, scholarships must be assigned to those students who are the best qualified and who show academic and personal promise of profiting from the award of such funds.

meets scholarship and/or grant eligibility requirements, and who wishes to be given preference for an award must complete these steps:

1. Report his intention to apply for a scholarship by checking the appropriate item on his Application for Admission to the University. A scholarship application, which must be completed and returned to the University, will be mailed to each student who checks this item. If a student does not receive a scholarship application form within three weeks following his receipt of notification of acceptance in the University, he should contact the Office of Financial Aid.

2. Have his parents complete a Parents' Confidential Statement by the 15th of March preceding the September enrollment and mail it to the College Scholarship Service, Box 881, Evanston, Illinois 60204, for analysis. Students currently enrolled in the University and students who failed to check the Application for Admission may obtain a scholarship application form from:

The Office of Financial Aid
Room 850 University Hall
University of Illinois at Chicago Circle
P.O. Box 4348
Chicago, Illinois 60680

A scholarship application form will not be sent to a prospective student until his completed application for admission to the University has been received and processed by the Office of Admissions and Records.

Independent students who have not been claimed as tax exemptions by their parents for the past two years are required to file a Student's Confidential Statement to establish need for funds.

Most scholarships and grants awarded are announced between May 1 and July 1 for the following school year, although a few awards may be made after July 1. Currently enrolled students may file scholarship or grant applications at any time, but priority is given for aid scheduled to begin in September to those students whose applications are received by June 1. Since transfer students cannot file applications for admission prior to March 1 for the following September, scholarship funds are reserved for awards to those transfer students who apply for scholarship assistance immediately after March 1.

Scholarships Established by State Statutes

Scholarships Awarded by the Illinois State Scholarship Commission. High school seniors who rank in the upper half of their high school class may apply for Illinois State Scholarships, which can be used at any approved college or university in Illinois.

Scholarships are awarded to the best qualified applicants on the basis of their high school record and their performance on an examination prescribed by the Commission. Monetary awards equal to the cost of tuition and fees, but not exceeding \$1,200 per year (\$363 at Chicago Circle), are made to

scholarship winners who show financial need. These are one-year awards, but they may be renewed annually for three years if the holder maintains a satisfactory record and continues to show financial need. Scholarship winners who do not show financial need are given honorary awards. Application forms and information may be obtained from high school principals.

Effective since September, 1966, a State Scholarship winner has been able to receive the benefits of an award while pursuing a program of an Illinois institution at a location outside the state, such as a research program at an institution with facilities not available at an Illinois institution. This policy will enable monetary award winners to retain eligibility for payment while studying outside the State, providing the following requirements are met:

1. The student is registered in an approved Illinois institution.
2. The student is required to pay to the approved Illinois institution the standard tuition and fees applicable to all students at that institution.
3. The course credits are recorded on the official transcript of the approved Illinois institution.
4. The student meets all requirements of a State Scholarship winner (i.e., full-time status and good academic standing).

Illinois State Grant Program. This grant is based on financial need, regardless of measured test score or high school record. Financial need is demonstrable if the student's total commuting budget exceeds the combination of assessed parents' financial strength and student self-help. It is possible for some grant recipients to receive aid amounting to approximately one third of the estimated cost for an academic year (three quarters). Grant recipients must reapply each successive year. Application forms and information may be obtained from the Office of Financial Aid, Room 850, University Hall, or from high school counselors. Early deadlines imposed by the Illinois State Scholarship Commission dictate prompt and complete application by all students.

County Scholarships Awarded by Examination. The Illinois County Scholarship Committee awards two scholarships annually to high school graduates in each county who rank highest on an examination. Individuals who have had any college-level work after graduation from high school are not eligible for these scholarships. They can be used at any of the state-supported universities in Illinois.

Additional scholarships for high school graduates who have not had any college work are also awarded by the University of Illinois in counties with populations in excess of 100,000.

One scholarship is available in each county for a prospective home economics student, a prospective agriculture student, the child of a veteran of World War I, the child of a veteran of World War II, and the child of a veteran of the Korean conflict. These latter scholarships are not restricted to high school seniors, and, like the scholarships awarded in the larger counties whose population exceeds 100,000, can be used only at the University of Illinois.

All of the scholarships are of equal value at the University of Illinois: They exempt the holder from tuition, but they do not cover other fees.

Applicants for county scholarships should inquire of their county super-

intendent of schools or their high school principal or counselor no later than March 15 during their *junior* year about the date and place of the examination and their eligibility for scholarships to begin in June or September following their graduation from high school.

Application for these scholarships should be made to the superintendent of schools of the county in which the applicant resides.

Illinois General Assembly Scholarships. Each State Senator and Representative may, each year, nominate one student from his district for a four-year tuition-waiver scholarship at the University of Illinois. Original nominations must be made before the beginning of the school term. Appointments may be made during the year to fill unused portions of vacated General Assembly Scholarships. Contact your State Senator or Representative for information.

Scholarships for Students in Teacher Education and Teacher Special Education. Students preparing to teach in the Illinois public schools may be eligible for these scholarships. State statutes provide a number of four-year tuition-waiver scholarships for recent high school graduates and adults and two-year tuition-waiver scholarships for students who have completed two years of junior college work. Information about these scholarships is available from high school principals, deans of junior colleges, and county superintendents of schools.

Military Scholarships. An Illinois statute provides a four-year tuition scholarship for each veteran who served in World War I if he entered the service between April 6, 1917, and November 11, 1918, and for each veteran who served in the Armed Forces at any time after September 16, 1940, provided certain eligibility requirements are met. For information on military scholarships, write to the Office of Financial Aid, University of Illinois at Chicago Circle, P.O. Box 4348, Chicago, Illinois 60680.

Scholarships Awarded by Agencies Outside the University

Many other scholarship programs, such as the National Merit Scholarships, the Westinghouse Talent Search Scholarships, the Pullman Foundation, civic organizations, unions, and local governmental groups, to name but a few, operate independently of colleges or universities. Information about these scholarship programs is available from high school principals and counselors.

Information about the financial-assistance programs available to selected students in the Air Force, the Coast Guard, the Marines, or Navy can be obtained by writing to the Office of the Dean of Men at the University of Illinois at Chicago Circle. For Army R.O.T.C. information, write to the Commandant of the Reserve Officers' Training Corps at Chicago Circle.

"Financial Aids Available to Illinois Students" contains additional information. It is available through the Office of the Superintendent of Public Instruction, 316 South Second Street, Springfield, Illinois 62706.

Foreign-Displaced-Student Scholarships. These four-year scholarships cover tuition and the service fee for displaced persons or refugees who entered the United States on or after September 1, 1956.

Foreign-Student Scholarships are annually awarded tuition-waiver scholarships for one year for students from foreign countries. They are renewable for three years or until a Bachelor's degree is awarded, provided the academic requirements are met.

Junior College Scholarships. Two-year scholarships for tuition have been authorized by the University's Board of Trustees for award to graduates of junior colleges in Illinois.

Non-State Tuition Scholarships. There are some tuition-waiver scholarships that are awarded annually to applicants from outside the state of Illinois.

Work Scholarships for Superior Students. Qualified entering freshmen are selected each year for tuition scholarships and employment by the University to enable them to earn nearly all of the cost of attending Chicago Circle. Selection is made on recommendation of the student's high school principal or counselor. These scholarships are renewed from year to year if the holder maintains a good record and gives satisfaction on his job.

Educational Opportunity Grants

The University of Illinois at Chicago Circle, in cooperation with the federal government, is administering the Educational Opportunity Grants authorized under the Higher Education Act of 1965.

The basic purpose of the Educational Opportunity Grant Program is to assist students who have exceptional financial need, and who, for lack of financial means of their own or of their family, would not be able to enter, or to remain in, college without such a grant.

An Educational Opportunity Grant may be awarded to the student who meets the following basic eligibility criteria:

1. He must be a citizen of the United States or must be in the United States permanently and must intend to become a citizen.
2. He must show evidence of academic or creative promise and must be capable of maintaining good standing in his course of study.
3. He must be accepted for enrollment or be enrolled in a full-time undergraduate course of study and must continue to be a full-time student while receiving the grant. (Twelve hours per quarter is considered full-time.)
4. He must be willing to accept an equal amount of financial aid, which will serve as the matching portion of the grant.

consideration as long as funds are available. The grants will be awarded during the spring and summer to high school seniors who have been admitted for freshman registration for the fall quarter and to currently enrolled students who will be returning to college in September, provided they have not completed more than seven (7) semesters or eleven (11) quarters (or the equivalent) of college-level work.

A student's eligibility and grant stipends are determined initially by the expected contributions from the income and assets of his parents. Therefore, it is *required* that all students who wish to be considered for an Educational Opportunity Grant submit a Parents' Confidential Statement. These forms may be obtained from high school counselors or from the Office of Financial Aid, Room 850, University Hall, University of Illinois at Chicago Circle, P.O. Box 4348, Chicago, Illinois 60680.

The matching portion of the grant can be provided from one or more of the following sources: University scholarships and grants, tuition waivers, approved loans and employment programs; State scholarships or grants; scholarships or grants offered by corporations or service organizations (Rotary, Elks, P.T.A., and like organizations). It is understood that the University of Illinois will approve and/or award all matching aid.

Educational Opportunity Grants range from a maximum of \$1,000 to a minimum of \$200 per academic year. An Educational Opportunity Grant can be renewed for the period the student requires to complete his undergraduate study, but in no event can the grant exceed four academic years. A student will be eligible to renew his grant as long as he is making satisfactory progress as a full-time student and demonstrates continued financial need.

Loans

Two categories of loans are administered by the University of Illinois at Chicago Circle: long-term loans for a major investment in one's education and small, short-term loans for emergency situations.

Long-Term Loans. When financial aid from parents, scholarship and grant funds, and earnings will not cover the cost of a student's education, a long-term loan may be justified.

To qualify for loan assistance a student must show financial need and must have an acceptable academic record. The student and his parents are required to complete forms showing the family's financial position. (Married students must submit a detailed budget for their entire household.) The appropriate staff members of the Office of Financial Aid decide what items are basic to an education: food, housing, clothing, tuition, fees, books, and transportation. Other costs that appear reasonable for the student's attendance, including any special needs and obligations that directly affect the student's ability to attend as a full-time student, will be considered.

Long-term loan funds are established at the University through the generosity of individuals, organizations, and foundations and by state and federal legislation. Long-term loan funds are generally grouped as follows: University

of Illinois Long-Term Loan Funds, the National Defense Student Loan Funds, the United Student Aid Funds, the United States Loan Fund for Cuban Students, and the Illinois Guaranteed Loan Program. The University gives information and helps students obtain long-term loans from sources outside the University.

The University of Illinois Long-Term Loan Program. Under this program a student may request funds for each quarter, and he may not owe more than \$2,500 at any one time. No commitment is made on the amount of each loan until all financial information on an applicant is considered. The amount finally approved is governed by the availability of funds and the financial need of the applicant in relation to that of other applicants.

Applicants must meet these qualifications: establish and maintain an acceptable grade-point average; show financial need; provide security, either through the signature of a financially qualified cosigner on a note or through satisfactory collateral; register for at least 12 quarter hours of work in a degree program; and have been in residence at the University for at least three (3) quarters.

Notes are repayable in monthly installments, beginning four months after the borrower ceases to be a full-time student. The total amount must be repaid not later than four years after the student is graduated or leaves the University.

All notes (unless otherwise stipulated by the donor of the fund) bear interest at 3 percent until maturity and 6 percent after maturity. Interest payments begin four months after the borrower ceases to be a full-time student.

Applications for long-term loans are accepted throughout the academic year. However, if possible, a student should apply at least one quarter before he needs the loan, since four to six weeks are usually required to process a long-term loan request.

National Defense Student Loan Program (NDSL). These loans, administered under the National Defense Education Act, are available to undergraduate students, including freshmen, who show financial need, with priority given to students with superior academic backgrounds and low family incomes. To be considered for a loan under this program, the applicant must:

1. Be a United States national. "National" means (a) a citizen of the United States or (b) a person who, though not a citizen of the United States, owes permanent allegiance to the United States.
2. Show evidence of financial need through the information requested on the application form.
3. Be accepted for enrollment on a full-time basis or be enrolled in not less than eight hours of undergraduate work.
4. Be capable of maintaining good standing in the course of study as determined by the dean of the applicant's college.

Undergraduate students may borrow up to \$1,000 a year to a maximum of \$5,000. The yearly limit on loans to graduate and professional students is

\$5,000 to \$10,000. A National Defense Student Loan, both principal and interest, must be repaid over a period beginning nine months after the date the borrower ceases to be a full-time student and ending ten years and nine months after such date. Interest of 3 percent accrues from the beginning of the repayment period. Payments are postponed and no interest is charged during a maximum three-year period in which the borrower serves in the armed forces of the United States or is in service as a volunteer under the Peace Corps Act or under section 603 of the Economic Opportunity Act of 1964 (VISTA Program).

If the borrower serves as a full-time teacher in a public or a nonprofit private elementary or secondary school or in a state institution of higher education, his loan and interest may be cancelled up to a maximum of 50 percent (10 percent for each year of teaching services). Teaching in designated "hardship" areas results in loan cancellation of 15 percent a year up to 100 percent. The same allowance is given for teachers in the field of special education.

Loans from the National Defense Student Loan Program cannot be used to repay outstanding personal loans.

Applications for National Defense Student Loans are accepted throughout the year if the funds are available for the academic year which begins in September.

United Student Aid Funds Program. The University cooperates with banks throughout the nation to make loans available to students. Undergraduates may borrow up to \$1,000 a year; graduate students up to \$2,000 a year. A student may borrow a maximum of \$4,000 for undergraduate and graduate programs.

If the adjusted income of a student's family is below \$15,000 per year, he may qualify for the interest subsidy by which the federal government will pay all interest charges up to 6 percent and up to 3 percent after the student begins repayment.

Repayment begins ten months after he ceases to be a full-time student: he has a maximum of four years to repay the loan in monthly installments.

Applications for these loans are initiated and processed in the Office of Financial Aid and are then forwarded to the student's or his parents' bank or other lending agencies. Applications are accepted throughout the school year.

Higher Education Act Loans. The Higher Education Act of 1965 included provisions for states to establish a guaranteed loan program.

The Illinois General Assembly has authorized an Illinois loan program to guarantee student loans made by banks, savings and loan associations, and credit unions in the hope that no qualified student will be denied an opportunity to pursue a program of higher education because of inadequate finances.

An eligible student may borrow from a minimum of \$300 to a maximum of \$1,000 for the freshman year and \$1,500 each year thereafter. A student will borrow only once during an academic year. Repayment does not begin until the student either graduates or ceases full-time study.

1. A citizen of the United States.
2. A bona fide resident of the State of Illinois. If during the twelve months preceding the application for a loan, the borrower has (a) resided with, (b) been claimed as a dependent for income tax purposes by, or (c) received in excess of \$500 from a parent or legal guardian, the parent or legal guardian must be a bona fide resident of Illinois. If (a), (b), or (c) above has not occurred during the twelve months preceding the application for a loan, the borrower must have resided in Illinois (in some capacity other than that of a full-time student) for at least six consecutive months before beginning full-time study. For example, a student who has moved to Illinois for the purpose of attending school is not eligible for a loan.
3. A person of integrity, capable of recognizing and accepting the responsibility of ultimate repayment of any loan indebtedness.
4. A full-time student. Application may be made after acceptance for enrollment, but funds will not be received until actual enrollment.

There is no age restriction; a minor is eligible to enter into a loan contract. *It is unlawful to use loan monies for purposes other than school-approved educational expenses.*

Applications for Illinois Guaranteed Loans are accepted throughout the year. However, if it is possible, a student should apply early in the fall for the needed funds to cover the full academic year.

United States Loan Program for Cuban Students. To be eligible for a loan under this program the applicant must be:

A Cuban national.

Unable, as a result of action by the Cuban government, to receive support from inside Cuba.

In need of the amount of the loan to pursue a course of study (the maximum loan may not exceed \$1,000 per year).

Enrolled or accepted for enrollment as a full-time student on the graduate or undergraduate level.

Capable, in the opinion of the University, of maintaining a satisfactory academic standing.

Repayment begins one year after the borrower ceases to be a full-time student. Interest, at the rate of 3 percent, accrues when repayment begins.

Application forms and information are available at the Office of Financial Aid, Room 850, University Hall.

Other Programs. Loans from sources outside the University are available at low cost to students from such organizations as churches, foundations, fraternal orders, and philanthropic groups. Many private lending agencies have developed attractive loan programs for college students.

Additional information about these loan programs may be obtained upon request.

The Office of Student Employment, located on the eighth floor of University Hall, provides liaison between prospective employers and students seeking employment. The office also coordinates the administration of the College Work-Study Program. Job listings (see *Job Center*) offer students a considerable variety of employment.

It is recognized that students will occasionally have major academic and personal adjustments to make during the transition from high school to college. The Coordinator and the Assistant Coordinator of Student Employment are available for counseling services if aid is needed in successfully interrelating employment, course work, commuting, and social activities. However, responsibility for retaining a job, either on or off campus, rests, of course, with the student.

The Job Center. Located on the eighth floor of University Hall, the Job Center offers a considerable variety of job listings which students may examine at their convenience. Listings offer to both men and women part-time, full-time, and temporary employment. The range of employment encompasses on-campus jobs, on- and off-campus jobs under the College Work-Study Program (see *College Work-Study Program*), and jobs with public agencies and business firms in the Chicago Metropolitan Area. Reference and interview material, employment applications, and employment literature are also on hand.

The Job News. A periodic publication of the Office of Student Employment, the *Job News* announces available employment on and off campus. Students are urged to watch for this publication in addition to special notices from the office indicating current available employment.

The College Work-Study Program, which is funded by Congress through the United States Office of Education, provides a substantial source of employment for students who qualify under the federal regulations and who wish to work either on campus or at off-campus nonprofit agencies, such as the Chicago Commons Settlement Houses, YMCA, Chicago Boys Clubs, Chicago Boy Scouts, City of Chicago Departments, and similar agencies. Students working in this program are provided with a maximum of fifteen hours of employment per week while in full-time attendance at the University and have an option of working forty hours per week between academic sessions and during vacations. The total amount a student may earn under this program may depend upon the amount of other financial aid he is receiving from the University. A student interested in the College Work-Study Program must fill out the necessary forms available in the Student Employment Office. After the forms are completed, they are usually sent to the College Scholarship Service for an evaluation of the student's need. As much as six weeks may be required by this agency to evaluate the application and to notify the University of the results. There is no minimum academic requirement for participation in this program.

academic sessions, special employment programs are offered to students in a constantly expanding variety of areas. Some are tailored to the individual student's educational goals and provide practical experience in sociology, accounting, English, engineering, research techniques, sales, and a variety of other fields. These special programs are available throughout the year, although a particular emphasis is placed on the Christmas and summer seasons. The Job Center listings and the Student Employment staff will provide additional information.

Student Wages. Wage rates follow the student wage guidelines for on-campus and off-campus employment. These separate guidelines are reviewed periodically by the Office of Student Employment. Current guidelines establish minimum and maximum wages relative to the student's position, skill, technical ability, and experience. University departments and off-campus agencies will set the individual student's wage rate within the group rate of the Student Employment guidelines.

Placement Services

Graduating seniors who will be seeking employment are encouraged to register at the Placement Office for counseling, for aid in contacting employers, and for planning and scheduling interviews with those business firms, government agencies, and nonprofit organizations that visit the Chicago Circle campus in the fall and the spring. Students should register early in the fall of the year to avoid missing important interviews with firms from all over the United States. Juniors may register shortly before entering their senior year.

The aims of the Placement Office are (1) to assist the University graduate in making a wise and responsible choice of a career that will bring him the greatest satisfaction, (2) to eliminate wasteful turnover, and (3) to assist the graduate in achieving the most fruitful long-term investment of his talents for himself, for his employer, and for society.

The Office of Organizations and Activities 703 Chicago Circle Center

The Office of Organizations and Activities seeks to chart the avenues by which free and responsible students will identify themselves with educational, cultural, social, and recreational movements on any of several structural levels, including the more highly developed and exacting legislative functions of student government, financial operations, publications, forums, communications, and publicity. Activities that fall within the purview of the Director of Organizations and Activities include the following:

1. Assistance to student government in elections, legislation, and general administration.
2. Overall guidance of organizations, honor societies, clubs, student publications, other than newspapers, and other groups.

- grants; preparation of officers' manuals and guides.
4. Guidance in the development and application of prudence in financial matters.
 5. Administration of simplified and minimal systems and procedures for general management of organizations and activities.
 6. Coordination with offices that share direct responsibility for students and for out-of-class programs, such as Chicago Circle Center activities, academically oriented clubs, and relations with University Business Affairs and certain community and city agencies.
 7. Recording the changes in approved rules and regulations made during the annual review.
 8. Keeping necessary records and materials applicable to organizations and activities.
 9. Engaging students and staff in evaluation procedures and research projects related to improving organizational functions.

Campus Organizations

The University of Illinois at Chicago Circle recognizes many student organizations and activities. Among them are the following:

Academic and Preprofessional Groups

Alpha Kappa Psi
Alpha Mu Psi
American Chemical Society
American Institute of Aeronautics and Astronautics
American Institute of Architects
American Society of Civil Engineers
American Society of Mechanical Engineers
Biology Club
Business Administration Club
Chicago Circle Geography Club
Classics Club
Communications and Public Address Club
Delta Delta Sigma
Geology Club
Humanities Club
Illini Forensics Union
Illi-Sota
Institute of Electrical and Electronics Engineers
Lambda Lambda Delta

Materials Club
Mathematics Club
Omega Beta Pi
Philosophy Club
Pi Kappa Delta
Prepharmacy Club
Psychology Club
Society of American Military Engineers
Society of Women Engineers
Student Education Association
UICC English Club
UICC Historical Society

Athletics and Sports

Bowling Club
Cheerleaders
Chicago Circle Fencing Association
Chicago Circle Rifle and Pistol Club
Karate Club
Men's Physical Education Majors Club
Sailing Club
Skiing Illini

Varsity Lettermen's Association
Water Polo Club
Women's Athletic Association
Women's Physical Education
Majors Club

Literary Groups and Publications
Circle Yearbook
Exedra Review
UICC Writers Club

Councils

Inter-Fraternity Council
Interorganizational Council

Ethnic Groups

Arab Student Organization
Chinese Student Association
French Club
German Club
Hellenic Club
Italian Club
Lituanica Club
Moslem Student Association
Oriental Student Association
PARS (Iranian Students)
Russian Club
Spanish Club
Ukrainian Club
Vanguardia

Honorary Groups

Activities Honorary Society
Alpha Lambda Delta
Lambda Lambda Delta
Omega Beta Pi
Phi Eta Sigma

Interest Groups

Amateur Radio Club
Chess Club
Chicago Circle Broadcasting
Chicago Illini Brotherhood of
Model Railroad Engineers
Folk Music Club
Jazz Club
Mayso Student Organization
Raykey Film Society
Rogers Park Car Pool
Skokie Car Pool
UICC Veterans' Club

Military Groups

Aiguillettes
Cadet Association
Pershing Rifles
Society of American Military
Engineers

Performing Arts

Chicago Circle Players
Orchesis
University Band and Orchestra
University Choir

Political and Social-Issue Groups

The Brothers of UICC
Chicago Circle Committee to
End the War in Vietnam
Chicago Circle Young Democ-
rats
Chicago Circle Young Republi-
cans
Circle Students for Biafran Re-
lief
Circle Workshop in Nonviolence
Council on International Rela-
tions and United Nations
Affairs
The Group for the Study and
Promotion of Negro Partici-
pation in College Life
Illini Humanist Association
Independent Democratic Coali-
tion
International Relations Club
Socialist Discussion Club
Student Government
Students for a Democratic Soci-
ety
UICC Friends of SNCC
UICC Student Committee for
Victory in Vietnam

Religious Groups

Campus Crusade for Christ
Chicago Circle YMCA
Christian Science Organization
Hillel Foundation
InterVarsity Christian Fellowship
Lutheran Student Association
Newman Community
University Christian Movement
Yavneh

Service Groups

Alpha Phi Omega
Circle "K" Club
Cubes
Mental Health Club

Social Groups

Alpha Kappa Psi
Delta Zeta Chi
Gamma Gamma Gamma
Kappa Phi
Pi Alpha Tau
Sigma Delta Kappa
Sigma Delta Pi
Sigma Phi Alpha
Tau Alpha Rho
Tau Delta Phi
Tau Kappa Phi
Theta Gamma Phi

Proposed Organizations

Astronomy Club

The Office of Foreign Student Affairs 800 University Hall

The Office of Foreign Student Affairs provides services, in conjunction with the various agencies of the University, for both prospective and enrolled

tion Organization
Chicago Circle Women's Liberation
Circle Physics Society
Concerned Asian-Americans
Delta Phi Alpha
Handball Club
Illini in Europe Club
Illini Sportsmen
Israeli Students Organization
The Organization of International Students
The Orientation Committee
Pucker
Student Chapter of the American Institute of Chemical Engineers
Student Repertory Association
Student Wives Association
Students Associated for the Responsible Architecture
Students for the Improvement of Education
Students for Israel
Tesseracters of Tesseract
University of Illinois Anti-Racism Committee
University of Illinois Chicago College Republicans
UICC Section of the Operations Research Society of America
UICC Aikido Club
UICC Skin Diving Club
Welfare Leafletters
Worker-Student Alliance

American community, to a new educational system, to the University as a whole, and to their fellow students. To achieve these goals the Office of Foreign Student Affairs maintains these services:

Testing in English and in other areas to determine the readiness of a foreign-born student for college work.

Advising on academic programs.

Planning of extracurricular activities for foreign-born students on and off campus.

Counseling for foreign-born students on scholastic, social, and personal problems.

Information and service in connection with the United States Immigration and Naturalization Service for all foreign-born persons on campus, including academic and nonacademic personnel.

The Student Counseling Service

1007 University Hall

The Student Counseling Service provides personal counseling and various specialized services for all students. The services are intended to foster the educational, vocational, and personal development of the student so that he may obtain maximum benefits from his educational experiences.

A precollege-entry testing and counseling program helps determine early direction for the student's college career. Achievement potential, early vocational interests, and reading skills are evaluated with the counselors of the Service.

Educational, vocational, and personal counseling are also available to registered students who request such services. A staff of professional counselors maintains the counseling and supporting test services. Valuable experiences are provided through group counseling programs in a number of areas. Some of the present group offerings include:

A reading laboratory—facilitating improvement in reading skills.

Study skills group—promoting increased integration of study methods.

Group counseling in career planning.

Group counseling for personal interaction and development.

Sensitivity groups for personal development.

From time to time other groups are formed that reflect student requests. A brochure, available at the Counseling Service, describes these programs and scheduled groups.

Individual and group tests are offered to registered students in support of educational, vocational, and personal counseling. In discussion with a counselor, the type of interest, aptitude, and personality test assessment which would be most useful is determined.

The test service also administers various examinations for admission to graduate and professional colleges. Students who must take these required

dates and locations of test administration. Some national examinations require a minimum standard fee; all other services are provided without charge.

The Speech Clinic **202 Grant Hall**

The Speech Clinic provides specialized services to those students who wish assistance in correcting speech difficulties that arise from foreign accents, hearing deficiencies, and vocal or articulatory problems. Information about the service may be obtained at the Speech Clinic or at the reception desk of the Student Counseling Service. There are no fees for these services.

Student Health Service **1121 University Hall**

The Health Service helps students to function at their best under the pressures of college life and work. Health Service doctors are experienced clinicians and have practiced for years as specialists or as family physicians.

The emphasis of the student health program is on prevention of illness and development of optimal health. Questions concerning physical or emotional welfare are welcome; no reluctance should be felt in requesting consultation. There are no charges.

Students are urged to come to the Health Service at the first signs of any illness (unless the family doctor is to be consulted) to take advantage of early help. However, diagnosis and treatment are provided by the Health Service only for those medical and emotional problems that are within the scope of an out-patient clinic.

Illnesses that require hospitalization or extensive diagnosis and treatment procedures are not managed within the Health Service, for the student has coverage to the limits of the Hospital-Medical-Surgical insurance policy for treatment by his personal physician in a local hospital. Information about the coverage of the insurance policy may be obtained by calling the Insurance Office, 663-2870.

The student's preadmission medical history and physical examination are reviewed by the Health Service staff, and reexamination may be required for some aspect of a physical condition. Students with certain medical difficulties may be assigned to adaptive physical education classes, but they are not usually exempt from physical education.

For protection against certain types of illness the Health Service provides immunization as needed.

Students who suffer from persistent anxiety, tension, or depression may benefit from review and analysis of their problems. Personal, social, or family troubles may be helped by thinking them through with one of our professional staff.

Medical and personal information is confidential and will not be reported to anyone at the University or elsewhere without the student's knowledge and specific written consent.

instructors should be informed. If it is difficult to reach individual instructors, word may be left at the appropriate college office.

Return to classes after a contagious illness must be preceded by a statement of recovery from the student's doctor to the Health Service.

Good health is basic to college success. A reasonable amount of sleep, an adequate diet, and, in general, the exercise of good judgment in activities are essential. Recovery from illness will be more rapid if there is cooperation with the doctor and acceptance of prescribed treatment.

Chicago Circle Center—General Services

Many facilities and activities are provided by the Chicago Circle Center for the University community. The Chicago Circle Center Board, which governs the building in an advisory capacity to the Chancellor, is composed of 15 students, 5 faculty, and 4 staff members. The Board is always available to discuss suggestions for improvement of the Center's services with any interested individual or group. Suggestions should be sent to the Director of the Chicago Circle Center, Room 231, Chicago Circle Center, to the Vice-Chairman of the Center Board, Room 309, Chicago Circle Center, or to any member of the Program Department staff, Room 300, Chicago Circle Center. Information about future Center Board meetings may be obtained from the Board secretary, Room 300, Chicago Circle Center.

Activity Center. Work space, lockers, and file drawers are available on the third floor of the Center High Rise. Recognized student organizations may apply for use of these facilities, which are allocated on a first-come, first-served basis. Apply at the reception area, third floor, Center High Rise.

Barber Shop. Located on the ground floor of the South Low Rise, the six-chair barber shop is open from 8:30 a.m. to 5:30 p.m., Monday through Friday. Appointments may be made by calling Ext. 8623.

Bookstore. New and used textbooks and classroom supplies are available to students, faculty, and staff. Bookstore hours are 8:30 a.m. to 4:45 p.m., Monday through Friday.

Book Center. Some 10,000 individual titles for sale and for leisure-time reading are offered by the Book Center. Art prints are also available. The unusual feature of the Book Center is the lounge area, in which a book may be read and enjoyed without obligation to purchase. Hours are 8:30 a.m. to 4:45 p.m., Monday through Friday.

Campus Tour Guides. Tours for campus visitors are conducted by student guides trained to provide this University service. The many visitors who tour Chicago Circle give the student tour guides a chance to meet and converse with a wide variety of people. Students are invited to participate in the tour program. Information is available at Campus Tours and Information Services, Room 704, Chicago Circle Center.

Circle Center, provides check cashing services (limited to \$10 for students) and issues parking key cards. Hours are 8:30 a.m. to 4 p.m., Monday through Friday.

Chicago Circle Center Reservations for space for all meetings and special events must be made through the Office of Room Reservations, Room 219, Chicago Circle Center. Office hours are 8:30 a.m. to 4:45 p.m., Ext. 2641, 2642.

Private rooms may be reserved for meetings of ten or more persons. The use of facilities by student organizations is presently restricted to groups that are recognized on this campus or have proposed organization status.

Arrangements for food service cannot be made until space has been reserved for the function for which such service is needed.

The location of each event is listed daily on all Chicago Circle Center bulletin boards.

A booklet describing procedures for obtaining meeting facilities is available at the Office of Room Reservations.

Coat Check Service is located opposite the elevators on the second floor of the Chicago Circle Center High Rise.

The Food Service provides these facilities in Chicago Circle Center:

The Cafeteria is located on the ground floor of the North Low Rise and is open from 7 a.m. until 2:15 p.m., Monday through Friday. Complete meals, sandwiches, and snacks are available. Vending facilities are available from 7 a.m. to 4 p.m.

The Pier Room is open from 7 a.m. until 7 p.m., Monday through Friday, and from 9 a.m. until 1:30 p.m. on Saturday. Complete breakfasts, grill and fountain items, sandwiches, and snacks are served. This facility is located in the second floor of the North Low Rise.

The Cardinal Dining Room is located on the third floor of the North Low Rise and is open from 11 a.m. to 1:30 p.m., Monday through Friday.

Catering is available by reservation for breakfasts, luncheons, dinners, receptions, and dances. Information about catering services may be obtained by calling the Catering Office, Ext. 8654.

Vending-Service foods are available in the Pier Room, in the bowling alleys, and in many campus buildings. The hours correspond to the building hours.

Satellite Snack Service is available in the Behavioral Sciences Building and in Science and Engineering South. This service is available between the hours of 7 a.m. and 2 p.m., Monday through Friday.

The Lost and Found is located at the Main Desk in the main lobby, second floor, Chicago Circle Center.

Center. Candy, cigarettes, cigars, newspapers, and magazines may be purchased at the Main Desk, which also serves as an information center during evening hours. Hours are 7 a.m. to 10 p.m., Monday through Friday, and 9 a.m. to 10 p.m. on Saturday.

The Music and Television Lounges are on the fourth floor of the Center High Rise. Stereo head sets may be checked out for listening to requested music. The five television lounges are always available for TV viewing.

The Postal Substation, located on the second floor, Chicago Circle Center, sells stamps and money orders and provides parcel post and registered, certified, and insured mail services. Packages for foreign delivery cannot be accepted as they require customs clearance. Hours are 8:30 a.m. to 4 p.m., Monday through Friday.

Program Department Activities. A wide range of student organized and oriented programs are sponsored by the Program Department of the Chicago Circle Center, which is headquartered on the third floor of the High Rise. The Program Department encourages involvement and participation in its activities, and students are urged to come to the office between the hours of 8:30 a.m. and 4:30 p.m. to sign up to work on one of the committees in the following interest areas represented by the Program Department: art, social relations, dances, discussions, films, games, special events (Open House, luau, swim party, cabaret, and Homecoming), literature, and music. The chairmen of these committees sit on the Center Board, which formulates the building policy for the Center. Student suggestions and ideas are always welcome in the Program Department.

Recreation Facilities provided by the Center cover a wide area.

Bowling and Billiards: Sixteen Brunswick bowling lanes, used for physical education classes, tournaments, and league and open play, and fourteen Gold Crown billiard tables, used for recreational play, tournament and league competition, and informal instructional classes are available.

Hours:	Monday through Thursday	8:30 a.m. to 11 p.m.
	Friday	8:30 a.m. to 12 p.m.
	Saturday	12 noon to 12 p.m.

Handball Courts. Five regulation size courts are used by the physical education service program and for tournaments and open play.

Hours:	Monday through Friday	8:30 a.m. to 9:30 p.m.
	Saturday	10:30 a.m. to 4:30 p.m.

Rifle Range: The six-point rifle range is open 30 hours per week for formal classes, informal instruction, recreational shooting, and inter-collegiate matches. Schedules are posted quarterly.

Table Tennis: This excellent facility has six regulation tables for tournaments, open recreational play, and, occasionally, for instruction.

Hours:	Monday through Friday	8:30 a.m. to 9:30 p.m.
	Saturday	10:30 a.m. to 4:30 p.m.

ing bars, stall bars, abdominal boards, exercise machines, and a power rack.

Hours:	Monday through Friday	8:30 a.m. to 9:30 p.m.
	Saturday	10:30 a.m. to 4:30 p.m.

The Swimming Pool: The competitive size (75 feet long), six-lane pool is used for the following activities:

Classes in beginning, intermediate, and advanced swimming and in lifesaving, skin diving, and synchronized swimming.

Recreational swimming for students, faculty, and staff.

Varsity swimming team practice and intercollegiate meets.

Invitational Collegiate swimming meets.

Men's and women's intramural swimming meets.

Intramural water polo practice and contests.

Hours:	Monday through Thursday	8 a.m. to 8:30 p.m.
	Friday	10:30 a.m. to 8:30 p.m.
	Saturday	10:30 a.m. to 4:30 p.m.

The Archery, Golf, and Fencing Room, third floor, recreational wing of Chicago Circle Center, houses the archery, golf, and fencing facilities, and is available for recreational use approximately 25 hours per week. Schedules are posted.

Telephones. On-campus phone calls may be made without charge from phones located in the connecting link leading to the Center High Rise. Public pay telephones are located near the first and second floor entrances to the Center, on the top six floors of the High Rise, and in the basement and on the first and second floors of the recreation wing.

The Ticket Office, located on the second floor, Chicago Circle Center, sells tickets for all Chicago Circle Center Program Department events and for other events sponsored by University organizations. Hours are 8:30 a.m. to 4 p.m., Monday through Friday.

General Rules for the Use of Chicago Circle Center

The Chicago Circle Center provides services, conveniences, and amenities to the members of the University community in their daily lives on the campus and furthers knowledge and understanding of one another through informal association outside the classroom. The Chicago Circle Center Board has prepared these rules and regulations to insure maximum benefit to users of Center facilities. The Center assumes no responsibility for injuries resulting from personal negligence. Violations of these rules by individuals or groups may lead to action by the Senate Disciplinary Committee.

1. Fire regulations prohibit smoking in areas where "No Smoking" signs are posted and in the Bookstore, Book Center, food service areas, and elevators.
2. State law prohibits gambling and possession or consumption of alco-

3. Removal of trays, china, or silverware from food service facilities is prohibited.
4. All practices not in accord with the proper upkeep of Center facilities (i.e., the placing of feet on chairs, sofas, window sills, and walls) are prohibited.
5. The furnishings and equipment must remain in their original locations.
6. Mutual consideration among fellow students should insure that personal radios, phonographs, tape recorders, and musical instruments are not played so loudly that they disturb those who wish to study or converse.
7. In the interest of safety and maintenance the lounges, carpeted areas, and dining areas are not to be used for dancing.
8. Fire regulations require that stairways be clear at all times; therefore, stairways cannot be used for studying, eating, or lounging.
9. In the interest of retaining architectural and aesthetic harmony, unauthorized posting of bills, placards, and decorations on walls, windows, and ceilings is not permitted in any area of the Center.
10. Individual students or student groups responsible for distributing of printed materials must furnish Chicago Circle student identification upon request. The material to be distributed must bear the name of the issuing person or organization. Literature distribution is confined to the booths in the main lobby and to the area by the escalators in the first floor foyer and in the main lobby.
11. The presence of any unauthorized vendor or commercial photographer within the Center or elsewhere in the University constitutes a violation of the Center's and the University's policies. Authorization must be secured through the appropriate University authorities.
12. In the interest of health and safety shoes or sandals must be worn in the Center.
13. Meeting rooms are available to groups on a reserved basis. Reservations must be secured through the Office of Room Reservations. A list of the regulations governing the use of meeting facilities is available through that office. Only persons with reservations are allowed in the meeting rooms.
14. All posters are to be placed and removed by the Craft Workshop. Free kiosks for posting personal messages are located in the Center Link. In the interest of safety, posters on standards are prohibited in the Center.
15. Booths are available to groups on a reserved basis. Applications for and regulations pertaining to booth reservations may be obtained at the Reservation Office, Room 219, Chicago Circle Center.
16. The use of some Center facilities may be subject to additional rules. Information pertaining to them may be obtained in the Office of Room Reservations.

Rules Regulating Use of the Speaking Facility

1. A speaking facility comprised of a public address system and a plat-

- men invited guests during regular Pier Room hours.
2. Only one person at a time may occupy the platform.
 3. The platform is to be used for speaking only.
 4. Each speaker is limited in length of speech only when others desire the use of the platform. If the facility is requested by another speaker, the first speaker must relinquish the platform within ten minutes.

The Student Code*

The following pages contain the code of basic procedures for student affairs.

Part I: The Committee on Student Affairs

A committee of the Chicago Circle Faculty Senate, the Committee on Student Affairs (CSA) has purview over all student organizations and their activities on campus. Policy related to student organizations and their activities on campus must be approved by CSA, subject to approval by the Faculty Senate. CSA also serves as an appeals board for all problems related to student organizations. Appeals may originate with individuals or with groups.

Section A. Membership

1. CSA is composed of seven faculty members elected by the Faculty Senate and seven student members elected at large by the student body. The Director of Organizations and Activities or his designate shall also serve as an ex officio member.
2. Seven alternate student members shall be elected at large by the student body so that each alternate represents a specific permanent member. An alternate may attend meetings but may not vote unless a member for whom he is alternate is not present. An alternate member of CSA may be seated at any meeting, in its entirety, for which the regular member has given the Chairman advance notification of intended absence. Without such notification, the alternate may take the vacant chair and occupy it for the remainder of the meeting unless the regular member appears to claim it not more than 15 minutes after the meeting has been called to order. If the alternate departs before adjournment, the seat will remain vacant.
3. A student member must be a full-time student as defined by his college, or on authorized off-quarter vacation.

*Approved by the Senate of the University of Illinois at Chicago Circle June 5, 1969.

clude at least three faculty members and at least three student members.

Section C. Meetings

All meetings of CSA shall be open to Chicago Circle students, faculty, and other University personnel unless otherwise designated by committee vote.

Part II: The Student Organizations Code

The Student Organizations Code states the guidelines and regulations for the operation of student organizations and their activities, excluding those of the Chicago Circle Center Board. CSA establishes the Code and is responsible for the adherence of organizations to the Code.

Part III: Registration of Student Organizations

Registration permits an organization to: (1) request use of University facilities and services, (2) use the Student Organizations Fund, and (3) request allocation of Student Activities Fee Funds from CSA.

Section A. Registration Procedures and Requirements

1. Name of the organization: The name selected must be one that does not suggest official sponsorship by the University of Illinois at Chicago Circle.
2. Purpose of the organization.
3. Membership requirements: Membership in student organizations is limited to Chicago Circle students, faculty, and staff, and their spouses.

Membership requirements must conform to the Board of Trustees' policies regarding nondiscrimination on the basis of race, religion, or national origin.

Admission of new members, if voted upon, may require no more than a majority (50% & 1) vote of the membership.

The conditions for expulsion of members must be stated if expulsion of members is contemplated. A member may only be expelled from his organization if a majority (50% & 1) of the membership votes for his expulsion.

4. Names of major offices and students holding these offices: A major office shall include offices comparable to president, vice president, secretary, treasurer, editor, business manager, and chairman, when the chairman is a major office holder of the total organization.

A major office holder must be a full-time student as defined by his college, or on authorized off-quarter vacation.

5. Name of the faculty adviser: Registration takes effect once the Office of Organizations and Activities determines that the Statement of Registration complies with the stated requirements. Notification of completion of registration will be made in writing to the organization.

Annually, or before June 1, all previously registered organizations wishing to continue registration must file a new Statement of Registration with the Office of Organizations and Activities. Any such organization which has not filed a new Statement of Registration by June 1 will automatically be removed from the list of registered organizations and its privileges will be cancelled until a new Statement of Registration is filed.

Section C. Affiliation of Registered Organizations with National Organizations

Student organizations affiliated with national organizations may register at the University of Illinois at Chicago Circle if they meet the following criteria:

1. The constitution of the national organization must conform to University policies and regulations or the national organization must agree in writing to waive any of its requirements with respect to the local organization which are in conflict with University policies or regulations.
2. The organization must follow the procedures for registration of student organizations contained in Sections A and B above.

Part IV: Finances of Student Organizations and Activities

Section A: General Policies

1. Money collected from outside the membership of an organization: Any fund raising activity on campus, such as selling tickets or literature, receiving contributions, or raising funds in any manner or for any purpose from persons outside the organization's own membership, is prohibited except upon prior authorization by CSA or the Office of Organizations and Activities. Funds so raised must be placed in the organization's SOF account. Applications should be initiated in the Office of Organizations and Activities. Two weeks should be allowed for determination of authorization.
2. Purposes for which money may be raised: All funds are to be used for the benefit of the organization as a whole and for the promotion of the interests for which that organization was established; however, funds may be collected for charitable purposes.

Section B. The Student Organization Fund

Student organizations may deposit money in the Student Organizations Fund (SOF) where individual accounts are maintained for each organization. For money accumulated through collection of dues or from activities not involving the use of University facilities, use of this fund is optional. All other funds must be deposited intact in an SOF account. The fund is operated without liability to the University.

Properly approved vouchers accompanied by adequate supporting documentation (invoices, bills, receipts) must be presented to the Office of Organizations and Activities when funds are to be disbursed from an SOF account.

meet annually to handle business of SOF and to elect three student members to an Executive Board. Also serving on the Executive Board are the Director of Business Affairs, who shall serve as treasurer of the fund, and the Director of Organizations and Activities, who shall serve as secretary of the fund.

SOF publishes a handbook for financial officers which can be obtained from the Office of Organizations and Activities.

Section C. The Student Activities Fund

The Student Activities Fund* (SAF) consists of money allocated from the Service Fee paid by all students who register at Chicago Circle

Every organization receiving SAF funds is subject to an annual audit, to be conducted by accountants regularly employed by the University of Illinois. The chief officer and treasurer of an organization receiving SAF funds thereby become responsible for the proper expenditure of such funds and for the maintenance of financial records of the use of such funds. Inadequate bookkeeping or improper expenditure of such funds constitutes grounds for disciplinary action against these officers.

Every organization receiving SAF funds must place those funds in an SOF account. Organizations may use already existing SOF accounts if the organizations already have them established.

Student Government shall keep all money in an SOF account, whether received by allocation from SAF funds or raised from other sources. Other organizations which have money generated as a result of an SAF allocation must keep it in an SOF account.

Although organizations receiving SAF funds may not normally charge any fee for activities so supported, Student Government and registered student publications operating within the purview of the *ad hoc* subcommittee of CSA shall not be excluded from possible support by SAF funds.

SAF funds supplement the financing of student organizations and activities. These funds are allocated by CSA according to the following guidelines:

1. Speakers and events: Any registered organization that desires to bring outside speakers, performers, motion pictures, or other persons or events to the campus may make application to CSA for partial or full financial support of the activity. Coffee hours and similar social activities accompanying such events may also be supported. The following regulations must be observed:
 - a. Any activity so supported must be open to the University community without charge.
 - b. The activity must be of general interest to the University community.
2. Expenses for travel and meetings: Registered student organizations that are primarily educational in purpose or are performing groups or service organizations may apply to CSA for funds each year to help finance travel to scholarly or professional society meetings. Funds will not be allocated for trips to meetings of a political or social nature.

*Established by Board of Trustees, 1946.

3. CSA approval of activities and events. Any student activity requiring SAF funds must have CSA approval.
4. SAF funds will be set aside for duplicating, poster making, and other office equipment and for maintenance and supervision of such equipment. This equipment will be available for use by all registered organizations without charge, on a first-come, first-served basis. However, expendable supplies will be paid for by the organizations.
5. Use of the equipment and facilities so provided will be administered by the Director of Organizations and Activities.

Part V: Regulations Pertaining to Student Organizations and Their Activities on Campus

Section A. General

The officers and members of organizations are responsible for compliance at all times with fire and safety ordinances and with all other regulations applying to the place where events are held, including applicable Federal, State, and city laws, the regulations of the Board of Trustees, the University *Statutes*, and administrative regulations as well as with the Student Organizations Code. Your attention is directed to the following specific regulations:

1. Possession or consumption of alcoholic beverages is prohibited on University premises.
2. For reasons of safety, the use of signs on standards is prohibited inside buildings.
3. Closing hours of all meetings and special events on campus are one half hour before the closing hour of the building or the campus.

Questions on matters such as these are to be referred to the Office of Organizations and Activities.

Section B. Scheduling Space

1. Closed meetings: Space for regularly held closed meetings may be requested on a quarterly basis directly through the appropriate reservations office.
2. Special and open meetings: When a registered organization plans a special program or open event (other than a regular closed meeting) for which space reservations are required in advance, the student officer or committee chairman should take the following steps, allowing a minimum of 10 days to complete the arrangements:
 - a. Consult and review the plans with the organization's faculty adviser.
 - b. Register pertinent facts with the Office of Organizations and Activities, which will then forward the application to the appropriate reservations office.
 - c. Check with the appropriate reservations office on the availability of space and on any arrangements and expenses that might be necessary for the event.

Special events such as dances, parties, plays, musicals, contests, conventions, activities, and lectures are covered by this procedure.

Notices may be posted on bulletin boards and kiosks outside Chicago Circle Center as desired. See Chicago Circle Center regulations for rules pertaining to bulletin boards in the Center.

Section D. Demonstrations

Students who demonstrate or gather in assemblies on University premises must do so in a peaceful and orderly fashion. Such activities should not invade the rights of others, interfere with the operations of the University, or place in jeopardy the public order and safety. Furthermore, there shall be no damage to property nor interference with normal movement of other persons. Specifically, the following conditions must be met:

1. Automobile and pedestrian traffic must not be obstructed.
2. Entrances to buildings and driveways must not be blocked.
3. There shall be no noise-making activity which disturbs classes or any other scheduled event.
4. There shall be no harassing or other interference with the activities of passersby.
5. There shall be no damage to property, including lawns and shrubs, nor littering of premises with signs, leaflets, refuse, or other materials.

Section E. Distribution of Printed Material

Printed material may be distributed under these conditions:

1. Individual students or student groups responsible for distribution of printed material must furnish Chicago Circle student identification upon request. The material to be distributed must bear the name of the issuing person or organization.
2. On campus: Distribution on campus and at outdoor events is permitted as long as there is no littering and no interference with a meeting or an event.
3. Inside buildings: Distribution of printed material is limited to the entrance foyers of buildings and is permitted under the same provisions as stated above.

Part VI: General Regulations for Student Publications

Student publications at Chicago Circle (other than newspapers, which are independent and self-supporting and publications under the jurisdiction of the Chicago Circle Center Board) are classified as student organizations. These publications are under the supervision of an *ad hoc* subcommittee of CSA.

Part VII: Warning, Probation, and Withdrawal of Registration

Organizations that fail to comply with this Code or with University regulations are subject to action by CSA. This action may entail warning, probation, or withdrawal of registration. Before action is taken, CSA will consult with the officers of the organization.

Warning shall consist of a written reprimand in which the organization shall be informed that any new incident may result in the imposition of probationary status or withdrawal of registration.

Section B. Probation

Probation may be for one, two, or three quarters and shall consist of withdrawal of the privilege to sponsor any public event on campus; i.e., any event to which persons other than the members of the organization are in attendance. The organization shall be informed that any new incident during the probationary period may result in withdrawal of registration.

Section C. Withdrawal of Registration

Withdrawal of registration consists of removal of the organization's name from the list of registered organizations. This, of course, results in the denial of all privileges granted to registered organizations. The period of withdrawal may be for one, two, three, or four quarters. An organization may reregister at the end of the period of withdrawal.

Once outstanding bills have been paid, the SOF account of the organization shall be closed and money accumulated through the collection of dues or from activities not involving the use of University facilities shall be returned to the listed financial officer of the organization. SAF funds and any funds generated as a result of an SAF allocation or through use of University facilities, shall have their disposition determined by CSA. In the case of Student Government, the disposition of all money, whatever its source, shall be determined by CSA.

At the request of any student or organization, CSA will hold hearings and appeals on rules, regulations, or activities of any student organization, particularly as they are governed by this Code. Such appeals may be forwarded through the Dean of Student Affairs to CSA. A request for a hearing or an appeal should include facts and details and, if possible, a suggested solution to the problem.

Policies and Regulations

The Use of University Premises and Facilities

The general policies governing the use of University premises and facilities are stated in *The University Statutes* and in Section 21 of the *General Rules Concerning University Organization and Procedure*. The appropriate sections are quoted below and should be read carefully when planning campus events. Further help in interpreting these policies is available in the Office of Organizations and Activities.

It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, discourse, teaching, research, and publication. . . .

The University Statutes: Section 39 (a)

From *Rules Concerning University Organization: Section 21*

- (a) The use of University premises and facilities by (any) individual(s) or organizations for any purpose other than in connection with the University's regular educational or research programs is not permitted except with the approval of the appropriate University authorities.

Subject to to the approval of the appropriate University authorities, University premises and facilities may be used for meetings of student, faculty, and staff organizations recognized by the University, and for meetings sponsored by allied organizations such as the University of Illinois Foundation, the Alumni Association and the Athletic Association. In no case may an admission fee be charged for, or contributions solicited at, any meeting on University premises except when permission is granted in accordance with University regulations. Such permission shall be given only:

(1) To student organizations when the proceeds for such gatherings go into the treasury of the organization concerned, the funds of which are expended according to University rules under the supervision and with the approval of the appropriate University authorities.

(2) To faculty and staff organizations recognized by the University when the fee to be charged is for the purpose of paying the expenses of the meeting.

(3) To allied organizations such as the University of Illinois Foundations, the Alumni Association, and the Athletic Association.

(b) With the approval of the appropriate University authorities (and subject to other general regulations stated herein and to such additional regulations as may be developed with the advice of a committee created for this purpose), University premises and facilities . . . may be used for meetings of outside organizations, provided the organizations and meetings are concerned primarily with matters of educational or public significance. In granting permission for the use of University premises and facilities for meetings of such groups, the following conditions and restrictions shall apply:

(1) The use of University facilities shall not be permitted for any purpose which, although in accord with the general purposes of the University, is of such a character or occurs at such a time or in such circumstances that it is likely to interfere with any aspect of the work of the University or any of its departments.

(2) In no case may an admission fee be charged except upon permission previously obtained, and then only to raise funds to offset the expenses of such meeting. When an admission fee is collected for any event on University premises, a fee for the use of facilities shall be charged. University facilities are not available to individuals or to non-University organizations for presentation of public entertainment events for which an admission fee is charged, a profit is sought, or funds raised are intended to accrue solely to the individual or organization, except by approval of appropriate University authorities.

.....

(c) Use of University premises and facilities by individuals other than in connection with University educational or research programs would be permitted only under regulations formulated by the President or under his direction.

(d) The use of University premises and facilities for meetings to be addressed by speakers (other than students, members of the faculty, and members of the staffs of organizations housed in University buildings) shall be subject to approval by a committee composed of members of the faculty appointed for that purpose by the President of the University and subject to regulations formulated by that committee and approved by the President.

(e) University premises and facilities . . . may be used for political purposes only when all of the following conditions are met:

(1) The event is sponsored by a division, department, institute, college or other administrative unit of the University, or by a student organization officially recognized by the University.

(2) The political party is one which qualifies as, or is declared to be, a political party under the laws of the State of Illinois.

(3) The event is planned to serve an educational purpose.

.....

(h) The use of University premises and facilities . . . shall be subject to all applicable State and Federal laws and shall also be in accord with the policies of the Board of Trustees.

Requests for University space by recognized organizations and activities and closely affiliated groups are processed on a first-come, first-served basis.

Amphitheater and Exedrae, Use of. The Amphitheater and Exedrae may be reserved at the Campus Facilities Reservations Office, Room 704, Chicago Circle Center. Amplifiers may be permitted at any outdoor function but must be furnished and controlled by the Office of Instructional Resources. Arrangements for amplifiers or additional equipment should be made at the time the reservation is made. A charge will be made for the operator's time but not for the use of the equipment.

Student Conduct and Discipline

The University may at any time exclude or impose conduct probation on a student whose conduct is considered to be undesirable and/or not in the best interest of the University community. Generally, undesirable conduct may consist of one, or a combination of several, of the following:

1. Disruptions of normal and necessary academic, administrative, and extracurricular functions of the University.
2. Conduct which prevents, seriously limits, or creates hazards for regular University activities of students, faculty, and staff, *including, but not limited to, disruption of elevator service, access to classes and University facilities, and all other scheduled University or University-approved events.*
3. Violations of national, state, or city laws on campus or at University functions.
4. Withholding information or giving false information on an application for admission, readmission, or registration. Such action may result in ineligibility for admission to the University or be cause for dismissal.
5. Failure of the student to respond to requests from University officials for conference on matters pertaining to his status in the University, *including, but not limited to, failure to respond to mail and telephone messages.*
6. Violations of University rules on the use of intoxicants (See *Student Code, Part V, Section A, Item 1*).
7. Violations of regulations on demonstrations, picketing, distribution of mimeographed and printed materials (See *Student Code, Part V, Section D*).
8. Alteration or mutilation of an official University document or permission for the use thereof by an unauthorized person; I.D. cards, course-program cards, change slips, receipts, transcripts of credit, and like documents are official documents.
9. Violations of regulations established for student organizations (including financial regulations and student election regulations).
10. Academic irregularities: see page 70.

Article I. The Purpose of Disciplinary Procedures

Disciplinary procedures at the University of Illinois at Chicago Circle are designed to:

1. Insure that the educational processes may be carried on in a manner that will enable all members of the academic community to function appropriately;
2. Encourage acceptance of University regulations and policies that are designed to achieve the above goal;
3. Provide means for the student who might find himself charged with violation of such regulations to receive expeditious, fair, and just hearings;
4. Provide an educational rather than a punitive approach toward violations of regulations, in the hope of reestablishing the student in violation as a functioning and self-disciplined member of the academic community.

In some cases dismissal from the University may be necessary within the above framework. Dismissal would occur only after full consideration is given to the facts and circumstances surrounding the case and when, on the basis of such consideration, it is judged by the appropriate committees that the educational mission of the University is impaired or that the rights and welfare of others in the University community are abridged.

Article II. The Statutory Basis of Disciplinary Procedures

Section 6, paragraph (h) and Section 16, paragraph (k) of the *University of Illinois Statutes* provide that:

6, (h) "Each Senate shall elect a Committee on Student Discipline which shall appoint one or more subcommittees on which, unless the Senate determines otherwise, there shall be voting student representatives. These subcommittees shall have original jurisdiction to hear and render decisions in all disciplinary cases, unless the Senate Committee determines to exercise original jurisdiction. The decision of a subcommittee not appealed to the Committee shall be final. The Committee on Student Discipline shall hear and take action for the Senate in cases in which it exercises original jurisdiction and in cases appealed to it from its subcommittees. The Committee shall formulate and adopt, after consultation with the Legal Counsel, disciplinary and hearing procedures, which shall be followed in all undergraduate student disciplinary proceedings. In hearing and deciding any appeal, the Committee may conduct a hearing de novo, or may act solely from the record in the case before the subcommittee, as the Committee, in its discretion, may determine."

16, (k) "Student discipline for graduate students shall be administered by the Committee on Discipline of the Urbana-Champaign Senate or of the Chicago Professional Colleges Senate, in accordance with the provisions of Section 6, paragraph (h). Each Senate Committee on Discipline shall, after consulting with the Dean of the Graduate College, appoint a subcommittee on discipline for graduate students. The appropriate Senate Committee on Discipline shall hear and decide cases appealed to it from its subcommittees. The provisions of Section 6, paragraph (h), relative to the formulation of

*Approved June 16, 1969 by the Chicago Circle Senate Committee on Student Discipline.

procedures and original and appellate jurisdiction of the Senate Committee, shall apply to disciplinary cases hereunder."

Article III. An Overview of Disciplinary Procedures

Charges against a student will be examined in the first instance by a referral committee which may recommend dismissal of the charges, administrative disposition (subject to the student accepting such a procedure), or a full review. In the latter event, a hearing panel will ordinarily be formed to receive evidence, to hear witnesses and arguments, and to make findings. The student may bring with him an adviser or counsel. After full consideration, the hearing panel will reach a decision. It may find the charges unsubstantiated, may dismiss them for want of evidence, or may confirm them and decide on what disciplinary action should be taken. The student or the University official who signed the charges may appeal the decision to the Senate Discipline Committee.

Article IV. The Disciplinary Structure

Section 1. The Senate Committee on Student Discipline. The Committee shall be composed of nine members elected by the Senate from the faculty for staggered three-year terms. Three members shall be elected each year. The chairman of the Committee shall be elected by the Senate; the committee shall elect a vice-chairman to act in the chairman's absence.

The Committee's powers and responsibilities are defined in the *University Statutes*. (See Article II above.)

After consultation with the Dean of Student Affairs, the Committee shall appoint a secretary to serve at its pleasure from among the assistant deans in his office. The secretary shall receive and have custody of all committee records, and shall send notices, keep minutes of meetings of the Committee, perform the functions specified in these disciplinary procedures, and carry out any other duties assigned him by the Committee.

Section 2. The Subcommittee on Student Discipline. The Senate Committee shall appoint a subcommittee comprised of eight undergraduate and seven graduate students and twelve full-time faculty members.

To be eligible, an undergraduate must be in good standing and be registered for a minimum of twelve quarter hours; a graduate student must be in good standing and registered for a minimum of twelve quarter hours, or if he holds a half-time teaching or research appointment, six quarter hours. They shall be selected by October 1 of each year at random by computer from the entire student body. The Director of Admissions and Records shall prepare for the Committee's use two such lists of eligible students, one of undergraduates and one of graduate students. Following the order of each list, the secretary shall immediately inform each student by letter of his selection to the subcommittee, explain the duties and responsibilities of subcommittee membership, and request that he indicate his willingness to serve by signing a letter of acceptance and returning it within three days. If the student declines to serve or fails to respond, his name will be struck from the list and the next student on the list will be asked to serve. Each list shall be retained for filling any vacancies that may occur during the year.

Faculty members shall be selected in the following manner: the executive committee of each college shall nominate three members from its faculty, none with administrative responsibilities, with at least one of the nominees being a member of the Graduate College, and submit the names to the secretary by October 1 of each year. The Committee shall appoint twelve of these nominees to the subcommittee, at least six of whom shall be members of the Graduate College and at least two of whom shall be members of

the College of Liberal Arts and Sciences. Each of the other colleges and schools shall be entitled to at least one member. The committee shall designate one of the faculty members to serve as chairman of the subcommittee.

Student members shall serve one-year terms commencing on or about October 15 of each year and shall continue in office until their successors have qualified to serve. Faculty members shall be appointed for staggered terms of three years.

Section 3. The Referral Committee. A referral committee shall be established to review all charges brought before the Senate Committee. It shall consist of the chairman of the Committee on Student Discipline, who shall also serve as chairman of the referral committee, the Dean of Student Affairs, and a student elected for this purpose by the student members of the subcommittee from among the members of that body.

Section 4. Hearing Panels. The chairman of the subcommittee shall appoint from its membership hearing panels of seven members (three faculty members, one of whom he shall designate as chairman, and four students) to hear cases as they come forward from the referral committee. He shall also appoint three alternates (one faculty member and two students) to each panel.

Where a case involves a graduate student, the hearing panel shall include graduate students and faculty members with graduate faculty standing, and the panel shall be appointed in consultation with the Dean of the Graduate College. Where a case involves an undergraduate, the hearing panel shall include undergraduates.

Article V. Academic Irregularities

Section 1. Gross academic irregularities, of such nature as to warrant suspension or dismissal, or such repetition of minor irregularities as to justify similar penalties, will be reported by the person having knowledge of such irregularities to the head or chairman of the department and, through him, to the dean of the college. If he concurs that such a penalty is warranted, he shall sign and submit charges to the referral committee, as set forth in Article VI, Section 2.

Section 2. All academic irregularities not warranting suspension or dismissal shall be handled internally by the department or equivalent unit within which the violation occurred in accordance with rules adopted by the department or unit.

Section 3. Any penalty imposed pursuant to Section 2 of this Article may be appealed to the dean of the college or head of the independent academic unit concerned. Such appeal must be in writing, and must be received by the dean of the college within seven days after notice is given the student of the imposition of such penalty.

Section 4. Each college or other independent unit may adopt such other rules consistent herewith which may be necessary or desirable to effect proper handling of academic irregularities.

Article VI. Preferring Disciplinary Charges

Charges may be brought in one of two ways:

1. Reports of irregular conduct by a student for alleged violation of a University regulation may come from a student, a University employee, or a member of the general

requiring investigation. The report shall be filed, preferably in writing, with the secretary of the Senate Committee, who shall send a copy of the transcript of the oral report to the student concerned. If the student desires, he may file a written reply within three days after receipt of the complaint. If it is appropriate, the secretary shall obtain all available information relevant to the complaint, together with the complete file and list of available evidence, to the referral committee.

2. Charges may also be brought directly to the referral committee by a director or head of a unit acting on his own behalf or on behalf of an employee who is not a faculty member or by a dean or director of a college, school, or institute on behalf of a member of the faculty. In such cases, the dean, director, or head shall sign and submit the charges, together with the complete file and list of available evidence, to the referral committee.

When a student against whom a report has been filed or against whom charges are pending wishes to withdraw from the University, a note of pending disciplinary charges will be entered into his ledger and will be part of his transcript. He shall, however, be allowed to submit to hearings before completion of the withdrawal procedure and have the note of pending charges removed or modified according to the decision of the hearing panel or, on appeal, of the Committee on Student Discipline.

Not more than 15 class days may elapse between the receipt of the report and the submission of the charges to the referral committee.

Article VII. The Referral Procedure

Section 1. The secretary shall convene the referral committee within five days of the submission of charges. The committee shall meet in closed session and shall make decisions solely on the basis of the written charges and the description of the available evidence.

Section 2. The committee shall, by majority vote, make one of the following decisions:

- a. That the charges are serious enough and well enough supported to justify convening a hearing panel;
- b. That the charges, though serious enough, should be returned for further information. The charges then may be resubmitted within ten class days;
- c. That the charges are minor and should be referred for administrative action. However, the student may reject this recommendation and insist instead on a panel hearing;
- d. That the charges be dismissed because they are wholly unsupported.

Section 3. The committee's decision shall be reported in writing by the secretary to the student, to the University official who signed the charges, and to the person who submitted the complaint. When the committee has approved further proceedings, the student shall receive a copy of the charges and of the *Disciplinary and Hearing Procedures*, and he shall be informed of the availability of the waiver procedures described in Article VIII.

Section 4. Since it is essential that the committee act promptly, the Dean of Student Affairs may be represented by one of several of his assistants whose names have been previously registered with the secretary. The chairman may be represented by the vice-chairman or in an emergency situation by any available member of the Senate Committee. The student member may be represented by another student member of the

Article VIII. Waiver of Hearing

Within five days of receiving notification of charges, the student may waive his right to a hearing in order to accept administrative discipline. The following procedure will be followed:

- a. The student shall inform the Dean of Student Affairs, either personally or through counsel, of his wish to waive a hearing. The Dean shall then arrange a meeting with the student to inform him of the disciplinary action which will be recommended. If the student chooses to be accompanied by counsel, the Campus Legal Counsel shall be present to advise the Dean.
- b. If the student persists in his willingness to waive a hearing and accept the proposed disciplinary action, the Dean shall so advise the other two members of the referral committee. If they concur in his recommendation, the student shall be notified in writing of the disciplinary action that has been taken against him. The Dean shall notify the chairman of the Senate Committee of the disposition of the case, and the chairman shall then halt any pending proceedings. If one of the members of the referral committee does not concur in the Dean's recommendation, the waiver proceedings shall be halted and the case shall be returned to the normal disciplinary channels at the same stage that it had reached when the waiver request was received.

Article IX. Hearings

Section 1. The secretary, in consultation with the chairman of the subcommittee, shall schedule the hearing. The hearing shall be not less than five class days and not more than fifteen class days from the issuance of the notice to appear. The notice shall be sent to students charged indicating the date, place and time of the hearing. The notice will be sent by certified or registered mail with return receipt requested to the latest address as shown on the University records, or may be given to the student in person.

Section 2. The notice shall indicate that the student must appear in person and that failure to do so shall result in suspension from the University. Refusal to accept the notice shall also lead to automatic indefinite suspension. A student so suspended may petition the Senate Committee for a hearing on the suspension. The Committee may remove the suspension and direct the secretary to schedule the hearing in accordance with Section 1 above.

Section 3. The student or his counsel may request a continuance not less than five days before the scheduled hearing. The request shall be directed to the secretary and, if reasonable, shall be granted by the chairman in consultation with at least three members of the Senate Committee. Neither the chairman of the subcommittee nor the chairman of the hearing panel is authorized to grant a continuance.

Section 4. The hearing shall be closed unless the student requests an open hearing at least five days in advance. In such case, the hearings shall be open to members of the University community, the press, and the next of kin of the charged student(s). The room selected for an open hearing shall allow a reasonable number of spectators to attend and shall be determined by the chairman of the hearing. However, the chairman of the hearing panel may at any time declare a part or all of the hearing closed or impose

conduct of the hearing or when it is necessary for the protection of a witness. If necessary, he may direct University security officers to clear the room.

Section 5. A record of the hearing shall be kept, consisting of a digest and tape recording. In exceptional cases, the Senate Committee may authorize the preparation of a transcript. Audio and visual recording or transmission equipment shall be used only for the purpose of preparing the official record.

Section 6. The chairman of the hearing panel shall enjoy all the rights and privileges of membership on the panel. In addition, he shall acquaint himself with and instruct his colleagues in the hearing procedures; preside at the hearing and decide all matters of procedure; call the hearing to order, and ascertain the presence of a quorum of panel members, the presence of the University official bringing charges, and the presence of the student (and counsel); insure that a record of the hearing is prepared; rule on the acceptability of evidence, questions, suggestions, and objections; declare recesses, adjournments, and executive sessions of the hearing panel; call and recall witnesses; report absences of charged students, witnesses, and panel members to the chairman of the Senate Committee; maintain orderly procedures; report to the secretary for disciplinary action students who disrupt the hearing; report to the Chancellor, with the consent of the Senate Committee, any faculty member or University employee who disrupts the hearing and individuals who are not members of the University community and who disrupt the hearing; and report in writing to the secretary the panel's decisions on each charge, on the disciplinary sanctions (if any) imposed, and on the number of votes cast by the panel for and against each charge.

The chairman may request the Campus Legal Counsel to attend meetings of the hearing panel, and may as last resort order University security officers to identify and remove disruptive spectators.

Section 7. The panel shall hear cases brought before it in the manner outlined in Section 10 below. It shall discuss each case in executive session as soon as possible, but not later than twenty-four hours, after the conclusion of the hearing. It shall rule separately on each point of the charges in secret balloting, a majority of affirmative votes being necessary to declare a charge proven. The chairman shall announce the results of the voting. The panel shall then discuss the disciplinary action that might be taken, following which each member of the panel shall recommend by secret ballot the disciplinary action which he considers appropriate. If no majority is reached, all recommendations shall be tabulated and panel members shall then cast a secret "yes" or "no" ballot on each recommendation in descending order of severity until a majority of "yes" votes is obtained.

The penalties which the panel may impose include but are not restricted to:

- a. A *warning* issued in the form of a letter to the student. Its purpose is to make him aware of the incompatibility of his behavior with the Student Code and with other University regulations. It shall be used for minor transgressions, particularly when there is good reason to believe that the student was not fully aware of the nature or implications of his actions.
- b. A *reprimand* is a formal censure of the student's actions and is issued in the form of a letter.
- c. *Disciplinary probation* imposes certain requirements on the student for a specified time. For example, the terms of the probation may require the student to report regularly to a member of the administration or faculty, restrict his participation in nonacademic student activities, or impose other appropriate conditions. The panel shall name the person charged with supervising the terms of the probation and shall

specify how compliance shall be verified. Should the student violate the terms of his probation, the panel shall meet and specify further disciplinary action.

d. *Suspension* deprives the student of all of the rights and privileges of membership in the University community for a specified period of time, including those of attending classes, taking examinations, and participating in University sponsored activities. Normally, the student shall automatically be permitted to register for the next quarter.

e. *Dismissal* provides for the expulsion of the student from the University. The panel may specify a period after which the student will be entitled to apply for readmission.

The secretary shall inform the student by letter of the panel's decisions. He shall file copies with the Director of Admissions and Records, who will enter a notation of the disciplinary action on the student's ledger, and with the Dean of Student Affairs. However, only disciplinary probation, suspension, or dismissal shall appear on the student's official transcript and only then if the transcript is requested during the time when the disciplinary action is in effect.

Section 8. Each member of the panel shall have the right to ask questions of the University representative presenting the charges, the student, counsel for the student or the University, and witnesses; to make suggestions to the chairman concerning such matters as declaring recesses or adjournments, setting the order of calling witnesses, and any other procedural matters not fixed by the written rules; and to submit a minority report to the chairman of the Senate Committee at the conclusion of the hearing if he considers that the panel chairman violated the proper rules of procedure.

Section 9. A student facing charges before a hearing panel shall have the right to have an adviser or counselor of his choice appear with him if he notifies the secretary in writing at least five days before the date of the hearing of his intention to have such a person and identifies the person by name. He shall also be entitled to hear and examine the evidence against him, suggest questions that should be put to witnesses testifying against him, and present evidence in his defense through witnesses or affidavits. A student may directly question witnesses presented by himself.

Section 10. The order of hearings is as follows:

- a. The chairman shall open the hearing. If the student fails to appear the chairman shall declare him suspended and adjourn the meeting.
- b. The University official who signed the charges, or his representative, shall make an opening statement.
- c. The student or his counsel may make a statement in response. If he prefers, the student may postpone his statement until the evidence against him has been presented.
- d. The University official who signed the charges or his representative shall present the evidence in support of the charges. It may take the form of witnesses, affidavits, written reports and memoranda, or objects related to the incidents.
- e. The student or his counsel shall present evidence. It may take the form described in subsection d above.
- f. The student or his counsel and the University official who signed the charges or his representative may make closing statements.
- g. The panel shall go into executive session.

At the conclusion of each statement or of the presentation of each witness, the chairman shall ask for questions from the panel. If contradictory statements are

of a member of the panel, the student, or the official bringing the charges, recall a previous witness for further questioning.

Section 11. There shall be no public disclosure of the proceedings by any member of the panel.

Section 12. When a number of students are charged with offences growing out of mass defiance of University regulations, the following special procedures will be followed in the interests of insuring that all cases be disposed of expeditiously.

a. The Senate Committee may authorize the formation of emergency five-man hearing panels consisting of two members of the faculty, one of whom shall be designated as chairman, and three students.

b. Hearings shall be conducted simultaneously for all students charged with offences growing out of a common occurrence, such as a riot, a violent demonstration, or a disruptive confrontation. The testimony of those witnesses who can testify as to the common occurrence shall be presented first. The testimony of witnesses who can testify only as to a specific incident or as to the involvement of specific individuals shall be reserved for later presentation. All of the University evidence shall be presented before any defense evidence is heard. The order of defense evidence, if it cannot be agreed upon by the defendants and/or their counsel, shall be determined by the panel chairman. However, the defendants shall present all the evidence which may be given by a particular witness at the time that he first appears, and no defendant shall be permitted to recall a witness except to rebut testimony received after that witness appeared.

c. The panel chairman shall grant an individual a separate hearing only in the most exceptional cases.

d. Except where expressly provided herein to the contrary, all other procedures of Article VIII apply.

Article X. Appeals

Section 1. Either a student against whom discipline is imposed or the University may appeal the decision of the hearing panel to the Senate Committee. The appellant shall file his (its) petition with the secretary within ten calendar days after the date of the notice of the panel's decision. The petition shall contain a brief statement indicating the reasons for the request.

Section 2. The Committee shall accept a petition for review if four of its members concur. The Committee may limit its review to the written record or it may call for oral argument on some or all of the issues raised in the petition. If oral argument is scheduled, the petitioner may appear alone, with an adviser or with counsel if he informs the secretary in writing of the name of his adviser or counsel at least five days before the hearing. If he is represented by counsel, the University may also be represented by counsel. The Committee may grant a hearing de novo. In general, such a hearing will be held only when there appears to be uncertainty about the facts in the case. De novo hearings shall be conducted by the Committee itself, but otherwise follow the procedures provided in Article IX above.

Section 3. The Committee shall make its decision by majority vote in secret ballot. A quorum shall consist of five members.

Section 4. The secretary shall notify the petitioner of the Committee's decision by registered mail. He shall send copies of the notification to the Dean of Student Affairs, to the Director of Admissions and Records, and to the Chairman of the hearing panel for their information and/or appropriate action.

Article XI. Appeals from Decisions of the Office of Admissions and Records

Section 1. A student whose admission to the University is denied or made conditional by the Office of Admissions and Records solely on disciplinary grounds may petition the Senate Committee for a reconsideration. He shall file his petition with the secretary within 14 days of being notified of the decision concerning his admission. His petition shall consist of a written statement of the reasons why he believes that the decision should be amended or reversed.

Section 2. The Office of Admissions and Records shall transmit to the Committee, through the secretary, the complete administrative record concerning the student, including the application for admission, transcripts, correspondence, memoranda of interviews with the student, and all similar evidence, and a short statement explaining the reasons for the decision on the student's admission.

Section 3. The Committee shall first consider the petition and the administrative record. If appropriate, the Committee may invite the student and a representative of the Office of Admissions and Records to appear before it. The student may be accompanied by an adviser or counsel if he notifies the secretary to that effect in writing and submits the name of his adviser or counsel at least five days in advance of the hearing. In that case, a legal counsel for the University shall advise the Committee at the hearing. The student or his counsel may present oral argument, but they shall not be entitled to call or cross-examine witnesses. The Committee may question the student and the representative of the Office of Admissions and Records.

Section 4. The Committee may uphold, amend, or reverse the administrative decision. The secretary shall notify the student in writing of the Committee's decision and shall send a copy of the notification to the Director of the Office of Admissions and Records.

Article XII. The Interim Suspension Procedure

Section 1. In emergency circumstances, the Chancellor, his designated representative, or the Dean of Student Affairs may order the interim suspension of a student. They may do so when, in their judgment, they conclude that a student should be immediately removed from the campus for his own protection, for the protection of others, for the protection of University property, or in order to maintain the normal operation of the University. If possible, they shall consult with three academic deans before taking such action. A written notice of the interim suspension shall be delivered to the student and shall advise him that a hearing will be scheduled as soon as possible. Failure to absent himself from the campus, except for the purpose of attending the hearing, shall result in his automatic dismissal from the University.

Section 2. The suspending official shall submit written charges to the secretary, the chairman of the Senate Committee shall convene a hearing panel, and a hearing shall be scheduled within seven calendar days of the student being notified of his interim suspension.

days of his suspension, together with a summons to appear at the hearing. Failure to serve the charges and summons within the three-day limit shall automatically terminate the interim suspension. Sufficient service of the charges and summons shall be made by leaving a copy at the address shown on the student's official University record.

Section 4. The chairman of the Senate Committee shall have the power to grant a continuance under the usual conditions provided for in these disciplinary procedures. In such a case, he shall also determine whether the interim suspension shall remain in effect until the hearing procedures have been completed.

Article XIII. Changes in Disciplinary Procedures

A two-thirds majority of the members of the Senate Committee present and voting may amend any of these disciplinary procedures, provided the quorum at such a meeting is six. Such amendments shall become effective as soon as they are communicated to the Senate, but they shall not apply to cases in which charges have already been filed.

Safety Regulations

1. Riding bicycles, motor scooters, motorbikes, and skate boards is prohibited on campus.
2. Playing ball in locations other than the athletic field is prohibited on campus.
3. Pets of any kind may not be brought to the campus.
4. Smoking is prohibited in classrooms, laboratories, elevators, and other areas designated by "No Smoking" signs.
5. Observance of posted campus safety signs and regulations is required.

Sunbathing

Sunbathing is permitted on the deck of the swimming pool in Chicago Circle Center.

Alteration and Mutilation of University Documents

A student who intentionally alters or mutilates any official document of the University, such as a transcript, program card, change slip, receipt, identification card, and the like is subject to disciplinary action. If a student believes that an error has been made in his records or his program, he should bring the matter to the attention of the proper University officer and not attempt alteration himself.

Salesmen

Salesmen and agents are prohibited on University property unless they are on University business.

General regulations pertaining to group absences from class by athletic teams, musical organizations, and student clubs are determined by the Faculty Senate, acting through the Committee on Student Affairs or its designated representative.

When the trip is sponsored by an extracurricular activity or group, the staff member in charge must complete and forward the required copies of the Group Absence Report form to the Director of Organizations and Activities for approval. The distribution of the approved copies will be as indicated below.

Student field trips that are a part of academic work must be organized under the policy stated in the brochure *Travel Information for Staff Members*, Section 5, Student Field Trips:

The University may pay from departmental appropriations those transportation charges on a student field trip which meets all of the following conditions:

1. It starts from and ends at the campus.
2. It is a part of a course and is required of every student in the course.
3. It is completed in one day.
4. The cost per student does not exceed \$2.

Student field trips that do not meet the above four conditions are to be paid for by the students, not by the University.

When the trip is a part of academic work, the staff member in charge must complete and file the proper approval forms with the appropriate department head *at least one week* before any field trip is taken by a class or other group of students for which University representatives arrange transportation. Following approval by the department head, all copies of the form should be forwarded to the Dean or Director at least six days prior to the field trip date. After approval, and at least three days prior to the field trip date, the Dean or Director will make the following distribution of the forms: Copy 1—Retain; Copy 2—Send to the individual in charge of trip; Copy 3—Send to Insurance Office; Copy 4—Send to Dean of Men or Dean of Women, as applicable.

Group Absence Report forms are ordered from General Stores.

Individual Absences

A student's responsibility for attending his classes is constant, even though his participation in events of recognized organizations and activities might entail his absence from class. The student is always responsible for an explanation of his absences; excessive absence from class may be reported to the dean of the college in which the student is enrolled, and an explanation may be called for to clarify his status in the University. If he has been absent because he has attended an event approved by the Committee on Student Affairs, the Director of Organizations and Activities will provide, on request and if appropriate, an explanation that can be presented to the student's dean

University; all must be explained to the instructor if he so requests.

Students who are absent due to illness should call either the Office of the Dean of Men or the Office of the Dean of Women and report their illness. The Dean will then notify the individual instructors and the student's college office of the illness so that the student may arrange to make up work that he has missed.

Overnight Trips

A University-recognized organization or activity that files intent to take an overnight trip must meet the following requirements:

File in the Office of the Director of Organizations and Activities the following information: 1. A detailed statement of the plans and a list of the members making the trip. 2. The Parents' Authorization for Overnight Trips for participating women students. 3. A description of hosting provisions and overnight accommodations that indicates the measures taken for the safety and well-being of the individuals involved.

Use of University Cars

When the members of an organization or an activity take a trip in a University car, they must be accompanied by a member of the faculty or the staff.

To receive consideration to use a University car, the student representative of the organization must present to the Director of Organizations and Activities a written request, signed by the faculty adviser and the appropriate student officer, containing detailed information about the extent and nature of the trip. If it is in accord with University policy, the Director of Organizations and Activities will issue a Car Release Order and Mileage Report, to be presented to the Transportation Office, which will issue a car if one is available.

Chicago Circle Campus Security

Within the intent of the University to permit necessary access to and use of buildings and facilities, campus security at Chicago Circle involves (1) the protection of all personnel while engaged in campus activities and (2) the safeguarding of campus buildings, facilities, and departmental equipment, supplies, records, files, and similar materials. Responsibility for such security rests with the departments and with the University Police.

The Departments are responsible for the following security measures:

Locking of assigned offices and files, closing of windows, and turning off all electrical equipment—typewriters, heaters, and the like.

Safeguarding assigned University property, such as departmental equipment, supplies, files, records, and similar materials and reporting any

Custody of keys to buildings and rooms and reporting loss or theft of any key(s) issued to a department or to an individual.
Regulation of access to departmental areas and offices.
Reporting unusual incidents, such as strangers in an office or departmental area without an obvious reason for them to be there.
Reporting all thefts to the University Police.
Reporting thefts of inventoried property to the Office of Business Affairs.

The University Police are responsible for general security, including the following:

Patrolling campus parking lots, routes frequently used by University personnel and the exterior areas of outlying buildings to ensure maximum personal safety.

Noting and taking appropriate action on violations of ordinances, statutes, and University rules.

In addition, *anyone* who observes an incident that may result in harm to persons or damage to University property is urged to report it immediately to any University policeman in person or by calling extension 2830.

Campus Hours

That portion of the Chicago Circle campus bounded by Harrison, Halsted, Taylor, and Morgan streets will normally be open during the following periods:

Monday through Friday, 7 a.m. to 11 p.m.

Saturday, Sunday, and holidays, 7 a.m. to 7 p.m.

Exceptions: Persons may leave the campus after the above hours. University staff may enter and leave as work schedules require. Approved campus activities and special events approved by the Office of the Chancellor or by an agency designated by that office may be held at hours other than those above.

Building Hours

All persons conducting University business, performing University duties, or pursuing studies have access to University buildings as follows:

Monday through Friday, 7 a.m. to 6 p.m.

Saturday, Sunday, and holidays, buildings are closed.

Exceptions:

The Library will be open on days approved and published by the Director of the Library.

Chicago Circle Center will remain open on the days approved and published by the Director of Chicago Circle Center.

University Hall will be open at all times for University staff and their guests and for students on University business. A pass desk on the first floor of the building will be open during these hours: 6 p.m.

identify themselves and to sign in and out at the pass desk during these hours.

Between academic quarters and at other special periods the building hours may be reduced; access to a building may then be obtained by calling University Police, Ext. 2830.

Such emergency situations as fire, power failure, and like unpredictable events may require changes in the building hours. However, such changes will be made only with the approval of the Office of the Chancellor.

General Information

Information Desks

The two information desks operated by the Campus Tours and Information Services are located in the Chicago Circle Center lobby and in the ground-floor lobby of University Hall. The desks are open from 8 a.m. to 5 p.m., Monday through Friday.

These centers provide general information and assist visitors and the campus community with questions concerning campus events, University services, and building or office locations. Campus maps and literature, University catalogs, timetables, and some official admissions forms are available at these centers.

The Office of Public Information

The Office of Public Information represents the University to all news media in Chicago and the surrounding area and brings items of interest to the public through those media, including newspapers, radio, television, trade and professional magazines, and other publications and technical journals.

In addition, the office is available for consultation and advice on sources of background information for those departments or individuals who require information to be used in such public appearances as speeches and radio and television programs.

The Office of Public Information is frequently called upon to provide University representatives for radio and television appearances. As a participant in the University Speakers Bureau, its staff arranges speaking engagements and supplies programs. The Office works closely with alumni groups.

Note: All commercial publicity involving the University must be cleared by the Office of Public Information.

Lockers are located in most classroom buildings, lecture centers, and in the Science and Engineering Laboratories.

All students and faculty are eligible to claim any unoccupied locker at any time during the academic year. Locker occupants must furnish their own locks, which may be purchased at the Chicago Circle Center Bookstore.

Locks must be removed and lockers vacated prior to the brief annual maintenance and repair period. Notice will be given at least two weeks in advance of the deadline for such action. After that time locks will be cut off and the locker contents will be removed to the Chicago Circle Center Lost and Found Department. The University of Illinois does not assume any responsibility for articles left in lockers nor for their safe custody or final disposition.

For locker repair and for assistance in removing malfunctioning locks contact Auxiliary Services, 704 Chicago Circle Center, Ext. 5058.

Parking and Public Transportation

Parking lots at the University are self-sustaining and self-liquidating; hence, there are no free lots. For the 1969-1970 academic year fees for parking will be 50 cents each time a vehicle is parked. Parking fees for the quarter are \$15 for students, faculty, and staff. Additional information may be obtained in the Campus Parking Office, Room 704, Chicago Circle Center, Ext. 5053-5054.

City transportation to the campus is via the Congress and Douglas Park trains and the Halsted, Harrison, Taylor, and Roosevelt Road bus lines.

Housing

Inasmuch as the University of Illinois at Chicago Circle is a commuter campus, University-owned or approved housing is currently not available.

However, because some students, new faculty, and staff do require assistance in locating either temporary or permanent housing, a listing service is maintained by Auxiliary Services, Room 704, Chicago Circle Center, and is available to the University community between the hours of 8:30 a.m. and 4:45 p.m.

This housing-assistance file contains multiple listings of private individuals who have available apartments and rooms for rent and houses for rent and sale. As stated on the listing form provided, private individuals who wish to list available housing are responsible only for a pledge of nondiscrimination on the grounds of race, religion, or national origin. The listing is removed when there is evidence that the pledge has been violated. The University does not inspect the premises nor does it verify the accuracy of the statements made by the owners at the time of the referral.

For further information call Ext. 5058.

All students enrolled and in attendance at Chicago Circle are covered by this insurance, for which they pay a fee at registration. Eligible dependents of insured students (spouse and/or unmarried dependent children under nineteen years of age) may also be insured if the student makes application to the Insurance Office, Room 427, University Hall, within the time specified by the insurance policy.

Students enrolled in the spring quarter may elect to take the insurance for the entire summer vacation period by making application to the Insurance Office between May 15 and the tenth day of instruction in the summer quarter. The insured student's eligible dependents may also be included in this coverage at an additional fee.

Claims for payment under the policy must be initiated in the Insurance Office, Room 427, University Hall.

Expenses at the University of Illinois at Chicago Circle

Estimated moderate expenses for three academic quarters for unmarried undergraduate students total \$1563, excluding such variable items as clothing and recreation. Estimated total expenses for tuition and fees, books and supplies, and average CTA commuter costs only are \$663. Tuition and fees only are \$969 for nonresidents of Illinois. See *Financial Aid*.

The Library

Familiarity with the following information will enable students to take maximum advantage of library services.

Hours. Monday through Thursday, 7:30 a.m. to 10 p.m.; Friday, 7:30 a.m. to 8 p.m.; Saturday, 9 a.m. to 5 p.m.; Sunday, 1 p.m. to 9 p.m. Between quarters, Monday through Friday, 7:30 a.m. to 5 p.m.; closed on Saturday and Sunday. Hours for summer quarter will be announced.

Library Cards. The University Identification Cards (the plastic I.D. card and the fee card for the current quarter) are the official library cards and must be presented each time materials are withdrawn.

Reference Department. Reference service is available to assist students in using the resources of the library. For help in using the card catalog, reference books, periodical indexes, and in locating material for assignments, term papers, and personal interest ask at the General Reference Desk, 2nd floor north.

Circulation Department. Open-shelf books may be borrowed for three weeks. With some exceptions, two renewals are possible unless the book is needed by another reader. Reference books (labeled "noncirculating") and periodicals may not be withdrawn except under special circumstances. Other library materials—pamphlets, documents, phonodiscs, maps, and framed re-

ditions.

Reserve-Book Desk. Reserve books are located on the first floor. Required readings for class assignments are shelved at this desk and circulate for limited periods, usually for two hours during the day and overnight. A few reserve books circulate for three days or seven days. Fines are charged for each hour a reserve book is overdue.

Photocopy Service. Xeroxing is available at 10 cents per copy in Room 2-120, second floor, Monday through Friday. Two self-service copiers, also 10 cents per copy, are located on the second floor, south of the Circulation Desk, and are available at all hours the library is open.

Fines and Lost-Book Charges. A fine of 15 cents per day is charged for overdue books. All lost books should be reported immediately to avoid accumulating excess charges. If such books are not found after a reasonable time, the loser will be billed for them. Billings for all fines and lost books are handled by the Office of Business Affairs.

Audio Service Center. An area for listening to recorded materials of many kinds is located on the fourth floor. Facilities are available for individuals and for group listening.

Athletics—Intramural and Intercollegiate

Eighteen intramural activities are offered, some of which are bowling, handball, swimming, table tennis, weight lifting, tennis, and volleyball. There is also a creative dance program for women. Most of these activities are located in Chicago Circle Center. Competition in intramural sports is open to all students, and all equipment is furnished. The breadth of the program makes it possible for almost every student to participate.

Intercollegiate athletics, supported completely by student fees, include fourteen sports—soccer, football, cross country, basketball, swimming, gymnastics, track, wrestling, fencing, baseball, tennis, golf, volleyball, and ice hockey. Membership is held in the National Collegiate Athletic Association, and a full schedule is offered in every sport. Extramural competition is also offered for women in eight sports. Students are admitted to all home contests upon presentation of their identification cards.

Students are encouraged also to participate in community activities, but the University cannot assume any responsibility for their actions or their safety.

The Reserve Officers' Training Corps

The principal objective of the college-level Reserve Officers' Training Corps program is to provide commissioned officers for the United States Army Reserve. The program is specifically designed to enable potential leaders to prepare themselves for effective service in the Army; it also offers individual training in developing the essential qualities of leadership required

Participation in the college-level R.O.T.C. program is offered on a voluntary basis to qualified male students.

A student entering the University after successfully completing military training in a high school or a preparatory school that has an accredited Junior Division R.O.T.C. program will be entitled, upon enrollment, to such placement as may be determined by the professor of military science. However, in no case will this advance placement exceed two years.

Students with four or more months of active service in the Armed Forces or four or more months of active duty accumulated by training with a reserve component may be given credit for the first two years; i.e., the Basic Course.

Deferment from Selective Service is granted until completion of the R.O.T.C. program to those students who are qualified. Academic credit is given for military science courses taken as electives by all colleges within the University. See the Undergraduate Catalog for a detailed description of the Basic and Advanced Programs, commissioning, and a listing of the courses in military science.

Information for Veterans

The Office of Financial Aid keeps all records for students enrolled at Chicago Circle under the Veterans Readjustment Benefit Act of 1966 (Public Law, 89-358) and the Vocational Rehabilitation Training Act.

Students should bring their certificates of eligibility to this office as soon as they are accepted for admission to the University. Veterans who have questions may come to the Office of Financial Aid for assistance.

Selective Service Advising

The Dean of Men serves as the coordinator for Selective Service advising for students on campus. Many individual students and faculty have volunteered their services for advising and draft counseling. Their names may be obtained from the Dean of Men.

Information on Military Service

The Commandant of the R.O.T.C. Unit will supply information about service in the Army.

The Dean of Men will supply information about service in the Air Force, the Marines, and the Navy.

Lost and Found

Articles may be turned in or claimed at the Main Desk on the second floor, Chicago Circle Center.



Index

- Absences
 - drop rules, 25
 - group, 78
 - individual, 78
- Academic
 - calendar, 4
 - groups, 47, 61
 - honors, 31
 - irregularities, 70
- Activity Center, 52
- Address, change, 14
- Admission
 - residence classification, 17
 - University of Illinois at the Medical Center, 15
- Administrative Officers, 8
- Advance enrollment, 12
 - cancellation, 14
- Advanced Placement Programs, 15
- Advanced standing
 - mathematics, 15
 - on admission to the University, 15
 - teacher education, 25
- Agents, 77
- Aid, financial, 35
- Alpha Lambda Delta, 31
- Amphitheatre, 67
- Archery, 55
- Athletics
 - groups, 47
 - intramural, 85
 - intercollegiate, 85
- Audio Service Center, 85
- Bell Award, 33
- Barber Shop, 52
- Billiards, 54
- Board of Trustees, 7
- Book Center, 52
- Book of Academic Honors, 30
- Bookstore, 52
- Bowling, 54
- Building hours, 80
- Bulletin boards, 63
- Calendar, academic, 4
- Campus
 - hours, 80
 - jobs, 45
 - organizations, 47
 - security, 79
 - tour guides, 52
- Cards
 - identification, 13
 - library, 84
- Cars, University, 79
- Cashier, 53
- Change
 - address, 14
 - college, 26
 - curriculum, 26

- Chicago Circle Center
- Activity Center, 52
- Barber Shop, 52
- Bookstore, 52
- Campus Tour Guides, 52
- Cashier, 53
- Food Service, 53
- Information Desk, 54, 82
- Lost and found, 53
- Main Desk, 54
- Music Lounge, 54
- Postal Substation, 54
- Program Department, 54
- Recreation facilities, 54
- Reservations, 53
- Rules for use, 55
- Speaking facilities, 56
- Television Lounge, 54
- Telephones, 55
- Ticket Office, 55
- Classification of students, 19
- College Honors, 30
- Colleges, 19
- Cohon Prize, 33
- Concurrent enrollment, 27
- Conduct, 67
- Correspondence courses, 27
- Counseling service, 50
- County scholarships, 38
- Courses
 - correspondence, 27
 - extramural, 27
 - repetition of college, 26
 - repetition of high school, 14
- Credit, advanced, 15
- Cuban Student Program, 44
- Dean
 - Men, 34
 - Student Affairs, 34
 - Women, 35
- Dean's List, 31
- Demonstrations, 63
- Departmental Distinction, 30
- Discipline Committees, 68, 69
- Dubin Prize, 33
- Drop Rules
 - absences, 25
- readmission, 25
- Educational Opportunity Grants, 40
- Employment Service, 45
- English requirement, 28
- Ethnic groups, 48
- Examinations
 - proficiency, 28
 - quarterly, 28
 - special, 29
- Exedrae, 67
- Exemptions from registration, 11
- Expenses, 36, 84
- Extramural study, 27
- Fees, 12
- Fencing, 55
- Financial aid, 35
- Food Service, 53
- Foreign Students
 - Affairs, Office, 49
 - scholarships, 40
- Freund Award, 32
- Full program requirement, 20
- Funds
 - speakers and events, 61
 - student activities, 61
 - student organizations, 60
 - United Student Aid, 43
- General Assembly Scholarships, 39
- Golf, 55
- Goodman Award, 32
- Grades
 - average, 20
 - quarterly reports, 14
 - symbols, 20
 - transcripts, 14
- Graduation
 - requirement rule, 21
 - with honors, 30
- Grants
 - Educational Opportunity, 40
 - Illinois State Program, 38
- Handball, 54
- Harris Award, 32
- Health Service, 51

credit earned after University
entrance, 17
repetition of courses taken in, 14

Honors

academic, 31
Alpha Lambda Delta, 31
Bell Award, 33
Book of Academic Honors, 30
Cohon Prize, 33
college, 30
Dean's List, 31
departmental distinction, 30
Dubin Prize, 33
Freund Award, 32
Goodman Award, 32
graduation with, 30
groups, 48
Harris Award, 32
Honors Day Convocation, 31
James Scholars, 26, 31
Phi Eta Sigma, 32
Raffeld Scholarship, 33
special, 31
undergraduate, 31
Van Keuren Award, 32
Hospital-Medical-Surgical Insurance, 84

Hours

building, 80
campus, 80
library, 84
Housing, 83

Identification Cards, 13

Illinois State Scholarship
Commission, 37

Illinois State Grant Program, 38

Indebtedness to University, 13

Information

desks, 82
public, 82
selective service, 86
veteran's, 86

Insurance, Hospital-Medical-
Surgical, 84

Intercollegiate athletics, 85

Interest groups, 48

Intramural athletics, 85

Junior College Scholarships, 40

Job Center, 45

Jobs

Christmas, 46
summer, 46

Late registration, 12

Library

Audio Service Center, 85
cards, 84
circulation, 84
fines, 85
hours, 84
photocopy service, 85
picture service, 84

Literary groups, 48

Loans

Cuban Student Program, 44
Higher Education Act, 43
long-term, 42
NDSL, 42
other programs, 44
United Student Aid Funds, 43
University long-term, 42

Lockers, 83

Lost and found, 86

Mandatory transfer of education students, 22

Military groups, 48

Military scholarships, 39

Military Service

information, 86
withdrawal from University to
enter, 16

Music Lounge, 54

Name, change, 14

National Defense Student Loan
Program, 42

Non-State Tuition Scholarships, 40

Nonuniversity aid, 36

Off campus jobs, 45

Off-quarter vacations, 18

Offices

Admissions and Records, 11
Foreign Student Affairs, 49
Organizations and Activities, 46

- Officers, administrative, 8
- Organizations and Activities, Office, 46
- Organizations, campus, 47
- Parking, 83**
 - Performing groups, 48, 61
- Phi Eta Sigma, 32
- Photo-I.D. Card replacement fee, 13
- Photocopy Service, 85
- Picketing, 63
- Picture Service, 84
- Placement Service, 46
- Police, University, 79
- Policies and Regulations, 65
- Political groups, 48
- Postal Substation, 54
- Preprofessional groups, 47
- Printed material, distribution, 63
- Probation rules, 21, 22
- Professional colleges at the Medical Center, admission, 15
- Proficiency examinations, 28
- Public Information Office, 82
- Public transportation, 83
- Publications, student, 63
- Raffeld Scholarship, 33**
- Readmission to the University, 17, 25
- Recreation Facilities Service, 54
- Refunds, 13
- Registration
 - former students, 11
 - late, 12
 - nonacademic employees, 12
 - residual, 12
 - visitor, 12
- Regulations
 - policies, 65
 - safety, 77
 - scholastic, 21
- Religious groups, 49
- Requirements
 - English, 28
 - full program, 20
 - graduation rule, 21
 - physical education, 30
 - classification for admission and fee assessment, 17
 - requirement for graduation, 21
- Residual registration, 12
- Rifle range, 54
- R.O.T.C.
 - active duty, 85
 - deferment, 86
- Safety regulations, 77**
- Salesmen, 77
- Scholarships
 - applications, 37
 - county, 38
 - Educational Opportunity Grants, 40
 - eligibility, 36
 - expense estimate, 36, 84
 - foreign student, 40
 - general, 36
 - General Assembly, 39
 - Illinois State Grant Program, 38
 - Illinois State Scholarship Commission, 37
 - Junior College, 40
 - military, 39
 - non-state tuition, 40
 - outside agencies, 39
 - statutory, 37
 - Teacher Education, 39
 - tuition waiver, 40
 - work scholarships, 40
- Scholastic
 - information, 25
 - regulations, 21
- Security, campus, 79
- Selective Service advising, 86
- Service groups, 49
- Services
 - Audio Center, 85
 - counseling, 50
 - employment, 45
 - groups, 49
 - health, 51
 - photocopy, 85
 - picture, 84
 - placement, 46
 - recreation facilities, 54

Special examinations, 29
 Speech Clinic, 51
 Student
 affairs, 34, 58
 classification, 19
 code, 58
 conduct, 67
 counseling, 50
 discipline, 67, 68
 employment, 45
 health, 51
 organizations, 47
 publications, 63
 Student Code
 finances of student organizations, 60
 student organizations, 59
 student affairs, 58
 withdrawal of registration, 63
 Student Employment
 campus jobs, 45
 compensation, 46
 Job Center, 45
 Work-Study Program, 45
 Students in debt to the University, 13
 Sunbathing, 77
 Swimming pool, 55

 Table Tennis, 54
 Teacher Education
 advanced standing, 25
 scholarships, 39
 Television Lounge, 54

 Transcripts, 14
 Transfer to Urbana, 15
 Transportation, public, 83
 Trips, overnight, 79
 Trustees, Board of, 7
 Tuition Waiver Scholarships, 40

 Undergraduate Honors, 31
 United Student Aid Funds, 43
 University
 cars, 79
 documents, 77
 loans, 42
 police, 79
 space, 65, 67
 University space
 amphitheatre, 67
 exedrae, 67
 priorities, 67
 use, 65
 Urbana, transfer to, 15

 Vacations, off-quarter, 18
 Van Keuren Award, 32
 Veteran's information, 86
 Visitor registration, 12

 Weight room, 55
 Withdrawal
 from the University, 16
 to enter military service, 16
 Work scholarships, 40
 Work-Study Program, 45







